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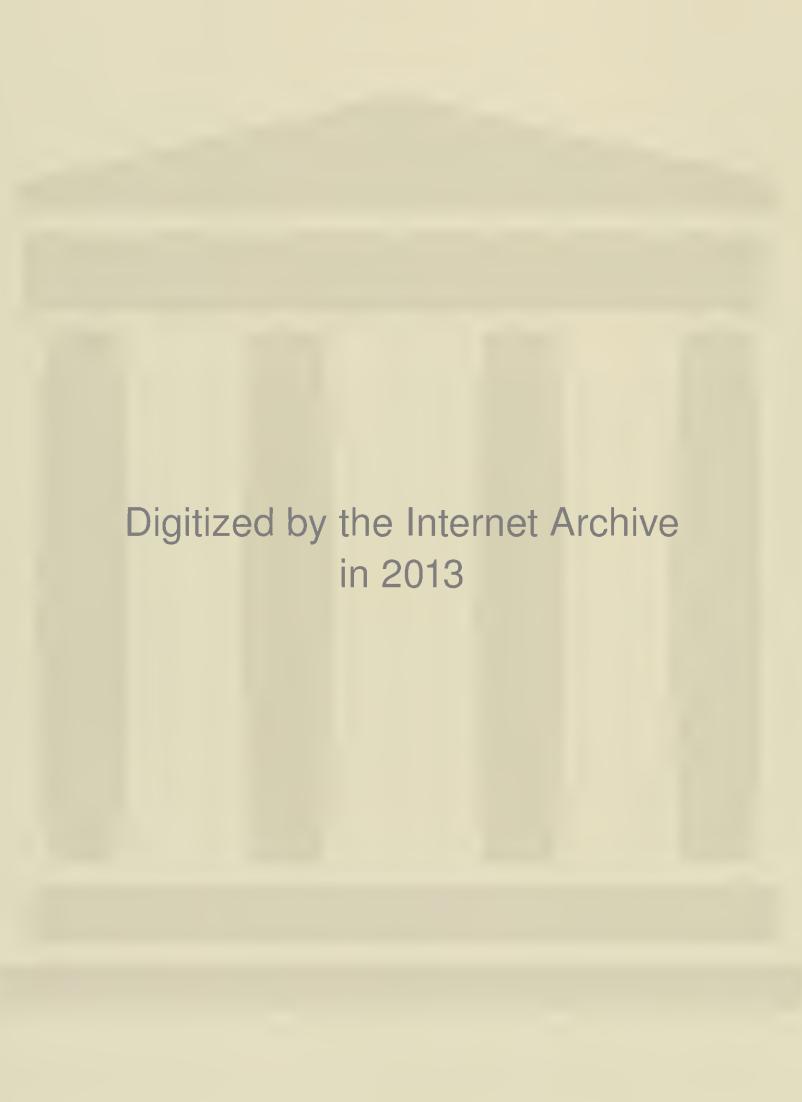
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CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, NOVEMBER 6, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

DOCUMENTS DEPT.

NOV 5 - 1991

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NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 28-91-12. [Emergency Repair] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the boilers in the Civic Center Power House. (Department of Public Works)
  - b. File 93-91-18. [MOU] Resolution authorizing the execution of a Memorandum of Understanding between the City and County of San Francisco and the State of California Department of Social Services which shall provide funding in the amount if \$224,626 to the City and County of San Francisco for providing Foster Family Home Licensing Services for Fiscal Year 1991-92, commencing July 1991. (Department of Social Services)
  - c. File 146-91-73. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to accept and expend a continuation augmentation to a grant up to the amount of \$2,701,134 from the United States Department of Health and Human Services/Alcohol, Drugs and Mental Health Administration/Office for treatment improvement through the State of California, Department of Alcohol and Drug Programs to enhance existing drug abuse treatment programs in order to provide services to critical populations; companion measure to File 146-90-73. (Department of Public Health)
  - d. File 146-91-72. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to accept and expend a subvention up to the amount of \$54,153 from the State of California, Department of Alcohol and Drug Programs to continue the development of a five-year drug and alcohol abuse plan which will combine the drug and alcohol components to the extent possible under the terms and provisions of Senate Bill No. 2599, Seymour, which amends Section 11751.4 of and adds Division 10.6 to the Health and Safety Code; companion measure to File 146-90-65. (Department of Public Health)

- e. File 146-91-74. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for, accept and expend a grant of \$482,018, which includes indirect costs of \$49,735 based on twenty percent of personnel costs, from the Department of Health and Human Services, Centers for Disease Control, to fund the Evaluation and Enhancement of HIV/AIDS Prevention Street and Community Outreach Programs that Serve Youth in High-Risk Situations Project and to establish and finance Civil Service positions for the provision of these services for the residents of San Francisco. (Department of Public Health)
- f. File 146-91-75. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services–Special Programs for Youth, to accept and expend as subgrantee a grant of \$30,000, which does not include any indirect costs from Larkin Street Youth Center as prime grantee from the US Department of Health and Human Services/Office of Human Development Services, for the provision of Health care services for San Francisco's Homeless and Runaway Youth, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services; companion measure to Files 146-90-9 and 146-91-19. (Department of Public Health)
- g. File 146-91-77. [Grant – Private Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic, to apply for a grant of \$600,000, which includes indirect costs in the amount of \$22,245, based on four percent of the grants personnel, office operations, travel and consulting costs, from the Robert Wood Johnson Foundation for data collection, outreach and case management, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
- h. File 146-91-78. [Grant – Private Funds] Resolution authorizing the Department of Public Health, Bureau of Health Promotion and Education, to apply for a grant of \$60,000 for two years, which includes indirect costs in the amount of \$12,000, based on twenty percent of the total award, from the Van Loben Sels Foundation for AIDS training for adult workers in the public and private sectors of San Francisco and to authorize the expenditure of grant funds to continue and finance Civil Service positions for the provision of these services. (Department of Public Health)
- i. File 101-90-125.1. [Release of Funds] Requesting release of reserved funds, Department of Public Works/Clean Water Program, in the amount of \$130,000, for consulting services for implementation of the Study Plan for the Best Management Practices Program for pollution prevention (contract awarded to James Montgomery). (Department of Public Works)
- j. File 101-91-18.1. [Release of Funds] Requesting release of reserved funds, Retirement System, in the amount of \$1,388,103, for temporary salaries, overtime, mandatory fringe benefits, other contractual services, postage, materials and supplies, and non-work order services of other departments – City Attorney in connection with implementation of the early retirement program provided under Proposition A, November 1991 election. (Retirement System)

ACTION:

## REGULAR CALENDAR

2. File 101-91-24. [Government Funding] Ordinance appropriating \$50,000 for other services (surrender of firearms program), Police Department for Fiscal Year 1991-92. (Supervisor Kennedy on behalf of the Police Department)

ACTION:

3. File 100-91-1.6. [Release of Funds] Requesting release of reserved funds, Port of San Francisco, in the amount of \$43,339, for a Civil Service position Classification 9376N, Market Research Specialist, for implementation of the Seven Point Policy Plan for revitalizing the Ship Repair Industry. (Port)

ACTION:

4. File 114-91-10. [R-3, Including One and Two Family, Rental Unit License Fee] Ordinance amending Building Code by amending Section 333.1 and Housing Code by amending Section 302, to establish a fee to defray the costs of the Bureau of Building Inspection to inspect code violation complaints for R-3 occupancies including one and two family rental units. (Department of Public Works)

(Chair may entertain a motion to continue this item)

ACTION:

5. File 114-91-11. [B.B.I. Fee Schedule] Ordinance amending Building Code by amending Section 333.3, relating to the fee for energy reports and certificates. (Department of Public Works)

(Chair may entertain a motion to continue this item)

ACTION:

6. File 7-91-13. Hearing to consider reviewing the policies and procedures implemented at Municipal Railway regarding employee overtime pay. (Supervisor Gonzalez)

(Consideration continued from 10/23/91)

(Chair may entertain a motion to continue this item)

ACTION:

7. File 178-91-18. [Approving Contract] Resolution authorizing the Public Utilities Commission to enter into a contract with Breda Costruzioni Ferroviarie S.p.A. for an amount not to exceed \$82,087,695 for the manufacture of thirty-five light rail vehicles; companion measure to File 101-91-21. (Supervisor Shelley on behalf of Mayor's Office)

ACTION:

8. File 101-91-21. [Government Funding] Ordinance appropriating \$20,284,076 to purchase thirty-five (35) Light Vehicles (LRC), Municipal Railway for Fiscal Year 1991-92; companion measure to File 178-91-18. (Controller)

ACTION:

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

CITY AND COUNTY

OF SAN FRANCISCO



## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

November 4, 1991

TO: ~~Finance Committee~~

FROM: ~~Budget Analyst - Recommendation~~

DOCUMENTS DEPT.

SUBJECT: November 6, 1991 Finance Committee Meeting

NOV 8 1991

Item 1a - File 28-91-12

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**Department:** Department of Public Works (DPW)  
Bureau of Engineering (BOE)

**Item:** Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the boilers in the Civic Center Power House on an emergency basis in accordance with Section 6.30 of the Administrative Code.

**Amount:** \$162,000

**Source of Funds:** General Fund, DPW's Capital Project Fund

**Description:** In accordance with Section 6.30 of the Administrative Code, the proposed resolution would authorize the Director of Public Works to proceed in an expeditious manner to protect public health and welfare. The DPW has determined that an emergency exists because the boilers in the Civic Center Power House, located at the corner of Market Street and McAllister Street, which supplies steam to the Tom Waddell Emergency Clinic and over one million square feet of City facilities in the Civic Center area, including City Hall and the Public Library, are deteriorated, in a dangerous condition and must be repaired immediately. Project costs are summarized as follows:

|                                |              |
|--------------------------------|--------------|
| <u>Contractual Services</u>    |              |
| E. Mitchell, Inc.              | \$137,150    |
| <u>Engineering</u>             | 15,058       |
| <u>Construction Management</u> | <u>8,400</u> |
| Total                          | \$160,608    |

**Comments:**

1. As noted above, the DPW has reported that actual project costs are \$160,608, which is \$1,392 less than the \$162,000 which is stated on the proposed resolution. Therefore, the proposed resolution should be amended to reflect that the actual cost of the project work is \$160,608 rather than \$162,000.
2. Mr. Timothy Leung of the DPW reports that the emergency was declared on September 20, 1991. Mr. Leung also reports that the emergency was discovered during a routine inspection by the State Office of Occupational Safety & Health Administration (OSHA). Mr. Leung indicates that OSHA gave the City 30 days to repair the boilers, and the City subsequently filed for an extension. Mr. Leung further reports that without repairs to the boilers, steam heat could not be supplied to City buildings in the Civic Center area and indoor air quality would be affected.
3. Mr. Robert Jew of the DPW reports that the project began on September 27, 1991 and was completed on October 4, 1991. Mr. Jew states that the work included the refurbishment of two boilers, six temperature display monitors, and the relocation of copper air tubing to install displays on the control panels. Mr. Jew also states that with these refurbishments adequate steam heat can now be provided to City buildings. These building include City Hall, City Hall Annex, Civic Auditorium, 101 Grove Street, 450 McAllister Street and the Tom Waddell Clinic on 50 Ivy Street. Mr. Leung reports that OSHA has subsequently removed their citation since the repairs have been completed.
4. The contractor for the proposed project, E. Mitchell, Inc. is a City-certified LBE firm, but is not City-certified as a MBE or WBE firm. Mr. Leung reports that given that an emergency existed, the DPW used an expedited contracting procedure. Mr. Leung explains that the DPW placed phone call inquiries to the Human Rights Commission's list of City-certified LBE, MBE and WBE firms. Mr. Leung also explains that E. Mitchell, Inc. was selected because they were the low bidder on the project.

5. The DPW reports that the \$15,058 for Engineering costs was for approximately 300 hours of DPW staff work at an average hourly rate of \$50 per hour. The \$8,400 budgeted for Construction Management was for approximately 168 hours of DPW staff work at an average hourly rate of \$50 per hour.

**Recommendation:** Amend the proposed resolution by reducing the project cost from \$162,000 to \$160,608, a reduction of \$1,392.



Item 1b - File 93-91-18

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the execution of a Memorandum of Understanding (MOU) between the City and the State of California Department of Social Services (SDSS), which will provide funding in the amount of \$224,626, to the City, for the provisions of Foster Family Licensing Services for FY 1991-92.

**Agreement Amount:** \$224,626

**Term of Agreement:** Commencing July 1, 1991, with no closing date.

**Description:** The State of California's Department of Social Services has historically maintained an ongoing contract with the City's DSS to provide partial State reimbursement for the provision of Foster Family Home Licensing Services to approximately 300 facilities. This year the State has changed the format of the agreement from a standard contract to a MOU. This new agreement will have no closing date and would remain in effect until terminated by either party with a 90-day written notice. The State has initiated this change, to simplify the funding process, in order to assist in preventing the delay of State reimbursement payments, to County recipients. In 1990-91, DSS renewed 113 licenses, issued 68 new licenses and terminated 81 existing licenses. Licensing services include:

- 1) Providing information, assistance and orientation for licensing Foster Family Homes;
- 2) Conducting site inspections of Foster Family Home facilities;
- 3) Assisting with license renewals;
- 4) Investigating complaints and taking corrective action; and
- 5) Performing other related licensing activities.

**Comments:**

1. The SDSS reimburses the City for performing the above services up to a maximum amount determined by the State budget appropriations. The maximum amount reimbursable by the State for fiscal year 1991-92 is \$224,626, a decrease of \$18,442 or 7.6 percent from the 1990-91 amount of \$243,068. The DSS's estimated total cost to the City of providing these licensing services during 1991-92 is approximately \$655,842, or \$431,216 less than the State revenue of \$224,626. The \$431,216 represents costs which must be paid by the City. Such costs have been included in the DSS 1991-92 budget.
2. As noted above, the proposed MOU has a start-up date of July 1, 1991. Therefore, the proposed legislation should be amended to authorize the execution of a MOU between the City and the SDSS retroactively.

**Recommendation:** Amend the proposed resolution to authorize the execution of a MOU between the City and the SDSS retroactively and approve the proposed resolution as amended.

Item 1c - File 146-91-73

**Department:** Department of Public Health (DPH)  
Community Substance Abuse Services

**Item:** Resolution authorizing the Department of Public Health to apply for, accept and expend a continuation Federal grant.

**Amount:** \$2,701,134

**Source of Grant:** U. S. Department of Health and Human Services (DHHS) through the State Department of Alcohol and Drug Programs

**Term:** September 1, 1991 through August 30, 1993

**Project:** Enhance existing substance abuse treatment programs for "critical populations".

**Description:** The proposed Federal grant funds would fund the second and third year of a three-year demonstration program to enhance existing community-based substance abuse treatment programs to include services for specific target populations identified as "critical populations". This demonstration program would identify critical populations such as: 1) adolescents and young adults (between the ages of 10 and 22); 2) racial/ethnic minority populations; and 3) residents of public housing projects. The four community-based agencies that would administer the proposed grant are current subcontractors of DPH's, Community Substance Abuse Services. Each agency selected would be evaluated by the DHHS to determine if the outcomes of the enhanced services were significant enough to be used for a nationwide model. These four agencies are as follows:

**Asian American Recovery Services, Inc.**

The Asian American Recovery Services Inc. is a long-term substance abuse treatment program providing residential rehabilitation services to young adults from multi-cultural Asian and other ethnic backgrounds. The Asian American Recovery Services program is the only residential treatment program in San Francisco that provides treatment specifically to Asian clients. The program is one of two in the nation and has been effective in creating awareness of substance abuse issues in Asian communities and promoting relevant treatment alternatives to those who cannot or will not participate in "mainstream" substance abuse programs. The proposed Federal grant funds would be used for the purpose of enhancing existing services to 350 persons through the development and implementation of a

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

comprehensive Asian multi-cultural model that can demonstrate effectiveness of the services provided to culturally specific populations. In order to develop this model, five components are proposed which emphasize activities and procedures related to 1) treatment retention; 2) Asian community resource development; 3) client's protective factors; 4) family and community cultural norms; and 5) health factors.

#### Women's Alcoholism Center

The Women's Alcoholism Center (WAC) Program provides for the residential treatment of women with children. The program is designed to enhance the pre-treatment and relapse prevention needs of women in crisis, to encourage their continued participation in the recovery process and to facilitate their re-entry into existing WAC services when discharged due to relapse or the need for detoxification. WAC is currently the only residential treatment and detox facility specifically for women with children in San Francisco. The proposed Federal grant funds would provide a facility to be available to a total of 1,300 women annually during outpatient and residential services as well as prior to admission to these programs to provide immediate intervention when relapse has occurred or is at risk of occurring.

#### Women's Institute for Mental Health (Iris Project)

The Women's Institute for Mental Health, referred to as the Iris Project, proposes to enhance existing services to 500 drug-abusing Black and Hispanic women. The present treatment components of the out-patient services would be enhanced to include additional vocational and educational services, expand childcare, parenting classes and family counseling and increase aftercare services that are culturally relevant and specific. The project would also ensure its services could be replicated by developing a vocational training manual specific to the needs of minority women and two manuals for group leaders on how to develop culturally specific aftercare groups: one for Black women and one for Hispanic women. The project would also secure specific cross-cultural training in meeting the needs of minority drug abusing women. The proposed grant funds would provide comprehensive treatment to drug abusing women creating a model for the delivery of services to minority women nationwide.

**Walden House, Inc.**

The Walden House Adolescent Program is a component of Walden House, Inc. Services range from outpatient counseling and referral to long-term residential treatment. The proposed Federal grant funds would focus on 475 adolescents who have co-occurrences involving mental health disorders and alcoholism and are at risk for HIV infection. This critical population is frequently at risk for homelessness. The project would provide model reentry and aftercare services to adolescents who are finishing placement in long-term residential drug treatment. The health, educational, vocational and social issues would be addressed. Adolescents would be assessed and evaluated by a team of professionals for medical, psychiatric, socialization, educational and vocational needs. From the assessment, a coordinated reentry plan is developed. The project is designed to reduce recidivism and relapse, increase independence through improved physical and mental health, and enable the adolescents to work and function more appropriately resulting from increased educational vocational skills.

**Indirect Costs:** None. The granting agency prohibits the use of grant funds for indirect costs.

**Project Budget:** The proposed grant funds would be used as follows:

**Contractual Services**

|   |                    |
|---|--------------------|
| Asian American Recovery Services, Inc.                | \$ 998,008         |
| Women's Alcoholism Center                             | 621,122            |
| Women's Institute for Mental Health<br>(Iris Project) | 426,920            |
| Walden House, Inc.                                    | <u>628,340</u>     |
| <b>Total Contractual Services</b>                     | <b>\$2,674,390</b> |

**Other**

|                                   |                    |
|-----------------------------------|--------------------|
| Travel                            | 2,000              |
| Equipment                         | 1,500              |
| Materials and Supplies            | 3,000              |
| Training/Professional Development | 8,000              |
| Educational Materials             | 8,000              |
| Consultant                        | <u>4,244</u>       |
| <b>Total Other</b>                | <b>\$ 26,744</b>   |
| <b>Total Project Budget</b>       | <b>\$2,701,134</b> |

**Required Match:** None

**Comments:**

1. As noted above, the proposed grant period began on September 1, 1991. Therefore, the proposed resolution should be amended to authorize the DPH to accept and expend the proposed grant retroactively. Mr. Jim Curtiss of the DPH reports that the above listed four agencies have continued to provide services and the proposed grant funds would be used to reimburse these four organizations.
2. The Board of Supervisors previously authorized (File 146-90-73) the DPH to apply, accept and expend the first year of funding for the proposed grant funds. As noted above, the proposed grant funds would fund the remaining two years of the three-year project. The DPH reports that based upon the Department's first year grant application, the Department of Health and Human Services made an award for the proposed second and third year of grant funds. Therefore, the DPH is not requesting authorization from the Board of Supervisors to apply for the proposed grant.
3. As noted above, the granting agency prohibits the use of grant funds for indirect costs. Therefore, both the title and body of the proposed resolution should be amended to indicate that the U.S. Department of Health and Human Services prohibits the use of grant funds for indirect costs.
4. The \$2,000 budgeted for Travel would be used for staff to travel to the State Department of Alcohol and Drug Programs in Sacramento, and to Washington, D.C. for the management of the grant award.
5. The \$1,500 budgeted for equipment would be used for the purchase or lease of general office equipment for the DPH's Community Substance Abuse Services.
6. The \$3,000 budgeted for materials and supplies would be used for the purchase of general office supplies, promotional materials to enhance treatment services to special populations in San Francisco, and for clinical supplies including condoms.
7. The \$8,000 budgeted for educational materials would be used for videos, brochures, posters, books, periodicals and publications on treatment enhancements.
8. The \$4,244 budgeted for a consultant would be used for grant writing, technical review and organizational development assistance for the four above-listed community-based organizations. Mr. Curtiss reports that because of the small amount budgeted for the consultant services, and because of the specialized nature of the contract, the

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**BUDGET ANALYST**

consultant would be selected on a sole-source basis. Mr. Curtiss reports that the DPH has not yet selected the consultant.

9. Also as noted above, this would be the second year of a three-year demonstration program. The DPH reports that the award funds for the second and third year are restricted to only those four community-based organizations which the DPH contracted with during the first year of grant.

10. The DPH has submitted a Disability Access Checklist which is in the file.

11. Attached is the "Summary of Grant Request" as prepared by the DPH.

**Recommendations:**

1. Amend the proposed resolution to authorize the DPH, Community Substance Abuse Services to accept and expend the proposed grant retroactively.
2. Amend the proposed resolution to indicate that the U.S. Department of Health and Human Services prohibits the use of grant funds for indirect costs in both the title and body of the proposed resolution.
3. Approve the proposed resolution as amended.

Grantor: USDHHS/ADAMHA/Office of Treatment Improvement  
 Contact Person: N/A  
 Address: 5600 Fishers Lane  
 Rockville MD 20857  
 Amount Requested: \$ 2,701,134  
 Term: From 9/1/91 To 8/31/93

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board

**I. Item Description:** Request to accept and expend a continuation augmentation to a grant in the amount of \$2,701,134 from the period of September 1, 1991 to August 31, 1993 to provide substance abuse treatment services to persons in critical need ("critical populations").

**II. Summary:**

This is a request to accept and expend years two and three of a three-year grant award for which permission to apply for, accept and expend the first year was granted by the Health Commission and Board of Supervisors (Res. No. 859-90, File No. 146-90-73) in the amended amount of \$1,312,923. These funds provide for the enhancement of services provided by various substance abuse treatment programs. The federal government made a three-year award (copy attached) based on the original

**III. Outcomes/Objectives:**

Clients at four community based substance abuse treatment agencies in San Francisco will receive enhanced substance abuse treatment services.

**IV. Effects of Reduction or Termination of These Funds:**

Should funds be reduced or terminated, enhancement of treatment services at the identified programs will be proportionately reduced or terminated.

**V. Financial Information:**

| Grant Amount     | Col. A        | Col. B         | Col. C    | Col. D    | Req. Match | Approved by |
|------------------|---------------|----------------|-----------|-----------|------------|-------------|
|                  | Two Years Ago | Past Yr./Orig. | Proposed  | Change    |            |             |
| Personnel        | N/A           | 1,312,923      | 2,701,134 | 1,388,211 | N/A        | N/A         |
| Equipment        |               |                |           |           |            |             |
| Contract Svc.    |               | 1,312,923      | 2,674,390 | 1,361,467 |            |             |
| Mat. & Supp.     |               |                |           |           |            |             |
| Facilities/Space |               |                |           |           |            |             |
| Other/Admin.     |               | -0-            | 26,744    | 26,744    |            |             |
| Indirect Costs   |               |                | *         | *         |            |             |

**VI. Data Processing**

(costs included above) \_\_\_\_\_

**VII. Personnel**

|             |  |     |     |  |  |
|-------------|--|-----|-----|--|--|
| F/T CSC     |  | -0- | -0- |  |  |
| P/T CSC     |  | -0- | -0- |  |  |
| Contractual |  | **  | **  |  |  |

\*No indirect costs are allowed under the terms of the grant, however 1% is permitted for the City's program administration (see Other/Admin. - \$26,744).

\*\*Contractual line-item costs will be presented for review and approval by the *Health Commission* (per Admin. Code procedure) as part of each agency's contract renewal or modification.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: Not applicable.

Will grant funded employees be retained after this grant terminates? If so, How?

No; should admin. costs be expended on enhancement of an existing personnel classification, such enhancement will be proportionately reduced following grant termination.

\***VIII. Contractual Services:** Open Bid \_\_\_\_\_ Sole Source X (if sole source, attach Request for Exemption Form)

II. Summary (Cont. from Page 1):

application. These funds will be expended through four CSAS contractors: Asian American Recovery Services, Inc.; Walden House, Inc.; Women's Alcoholism Center, Inc.; and Women's Institute for Mental Health/Iris Project. The "critical populations" to be addressed through these agencies include adolescents and young adults (ages 10 through 22), racial/ethnic minority populations and residents of public housing projects. The USDHHS will evaluate the agencies' services to determine whether their enhancement will be significant enough for a nationwide model.



Item 1d - File 146-91-72

**Department:** Department of Public Health (DPH),  
Community Substance Abuse Services (CSAS)

**Item:** Resolution authorizing DPH to accept and expend a subvention State grant to continue the development of a five-year drug and alcohol abuse plan which will combine the drug and alcohol components to the extent possible under the terms and provisions of Senate Bill 2599 which amends Section 11751.4 and adds Division 10.6 to the Health and Safety Code.

**Grant Amount:** \$54,153

**Source of Grant:** State Department of Alcohol and Drug Programs

**Grant Period:** July 1, 1991 through June 30, 1992

**Project:** Preparation of a Comprehensive Five-Year Plan for Substance Abuse Services in San Francisco

**Description:** The proposed grant would fund the second year of the development of a five-year master plan to reduce alcohol and drug abuse in San Francisco. The DPH proposes to use the funds for contractual services to conduct a needs assessment, inventory of services and identification of departmental and community planning efforts related to alcohol and drug abuse. A portion of the efforts would involve coordination of services with the San Francisco Unified School District (SFUSD).

The proposed grant is being made pursuant to Senate Bill 2599, which was enacted by the State Legislature in September of 1988. SB 2599 provides for the development of five-year State and County master plans in order to maximize resources for drug and alcohol abuse programs and to identify funding priorities for the State. The DPH reports that the addition of Division 10.6 to the State Health and Safety Code provides the State with the authority to provide allocations to counties which develop County master plans. The DPH also reports that a percentage of future State Alcohol and Drug Program funding will be set aside to fund priority alcohol and drug services only to those counties with State-approved Five Year County Master Plans.

The DPH proposes to contract with the Friendship House Association of American Indians, Inc., which is a non-profit organization, for consultation, coordination and needs assessment services for this project. The DPH reports that

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

the Friendship House also was awarded this contract under the previous year's grant.

**Project Budget:**

Contractual Services

Personnel

|  |               |
|--|---------------|
| Planner I (@321.5 hours at \$23.00 hr)     | \$ 7,394      |
| Planner II (@660 hours at \$30.00 hr)      | 19,800        |
| Asst. Planner (@1,295 hours at \$15.50 hr) | <u>20,075</u> |
| Subtotal Personnel                         | 47,269        |

Other

|  |              |
|--|--------------|
| Includes local travel, forums and<br>direct program administration | <u>6,884</u> |
|--|--------------|

|   |          |
|---|----------|
| Total Contractual Services (Project Budget) | \$54,153 |
|---|----------|

**Indirect Costs**

None. The State Department of Alcohol and Drug Programs does not allow the use of grant funds for indirect costs.

**Required Match:**

None

**Comments:**

1. As noted above, the proposed grant period began on July 1, 1991. Therefore, the proposed grant should be amended to authorize the DPH to accept and expend the funds retroactively. Mr. Jim Curtiss of the DPH reports that Friendship House has continued to provide services for the development of the five-year master plan and the proposed grant funds would be used to reimburse Friendship House for their services.
2. Mr. Curtiss reports that the State Department of Alcohol and Drug Programs informed the DPH about the availability of grant funds for FY 1991-92, but since the DPH applied for grant funds in FY 1990-91 to begin the development of the five-year master plan, the State did not require that the DPH submit a separate application for FY 1991-92. Therefore, the DPH is not requesting authorization from the Board of Supervisors to apply for the proposed grant.
3. Also as noted above, the State Department of Alcohol and Drug Programs does not allow the use of grant funds for indirect costs. Therefore, both the title and body of the proposed resolution should be amended to indicate that the State Department of Alcohol and Drug Programs does not allow the use of grant funds for indirect costs.
4. The proposed grant award of \$54,153 is \$45,822 or approximately 46 percent less than the FY 1990-91 grant award of \$99,975.

BOARD OF SUPERVISORS  
BUDGET ANALYST

5. The DPH has submitted a Disability Access Checklist which is in the file.
6. The DPH has prepared a "Summary of Grant Request," which is attached.

**Recommendations:**

1. Amend the proposed resolution to authorize the DPH to accept and expend the proposed grant funds retroactively.
2. Amend the proposed resolution to indicate that the State Department of Alcohol and Drug Programs prohibits the use of grant funds for indirect costs in both the title and body of the proposed resolution.
3. Approve the proposed resolution as amended.

Grantor: State of California, Department of  
Alcohol and Drug Programs

Contact Person: Merle Yamasaki

Address: 1700 "K" Street

Sacramento CA 95814

Amount Requested: \$ 54,153

Term: From 7/1/91 To 6/30/92

Health Commission

Division: Mental Health, Substance Abuse and  
Forensic Services

Section: Community Substance Abuse Services

Contact Person: Wayne Clark, Ph.D.

Telephone: 255-3500

Application Deadline: N/A

Notification Expected: N/A

Board of Supervisors: Finance Committee

Full Board

**I. Item Description:** Request to accept and expend a subvened continuation to a grant in the amount of \$54,153 from the period of July 1, 1991 to June 30, 1992 to provide a comprehensive 5-year plan for substance abuse treatment services.

### **II. Summary:**

The Health Commission and Board of Supervisors granted permission to apply for, accept and expend state funds for the creation of a 5-year master plan for substance abuse services (Res. No. 792-90; File No. 146-90-65) for the period July 1, 1990 through June 30, 1991. The State of California Dept. of Alcohol and Drug Programs subvened \$54,153 directly to the Department to continue the master planning efforts in Fiscal 91/92. Planning services are coordinated through Friendship House Assn. of American Indians, Inc.

### **III. Outcomes/Objectives:**

The outcome objective of this grant project is the creation of a five-year master plan for substance abuse treatment services to the City and County of San Francisco.

### **IV. Effects of Reduction or Termination of These Funds:**

Funds should terminate at the end of this fiscal year. The contract staff hired for this project are aware of the funding and time limitation for this project and are prepared to transition to different jobs following project termination.

### **V. Financial Information:**

|                  | Col. A<br>Two Years Ago | Col. B<br>Past Yr./Orig. | Col. C<br>Proposed | Col. D<br>Change | Req. Match | Approved by |
|------------------|-------------------------|--------------------------|--------------------|------------------|------------|-------------|
| Grant Amount     | N/A                     | \$99,975                 | \$54,153           | (\$45,822)       | N/A        | N/A         |
| Personnel        |                         | -0-                      | -0-                | -0-              |            |             |
| Equipment        |                         | -0-                      | -0-                | -0-              |            |             |
| Contract Svc.    |                         | \$99,975                 | \$54,153           | (\$45,822)       |            |             |
| Mat. & Supp.     |                         | -0-                      | -0-                | -0-              |            |             |
| Facilities/Space |                         | -0-                      | -0-                | -0-              |            |             |
| Other            |                         | -0-                      | -0-                | -0-              |            |             |
| Indirect Costs   |                         | *                        | *                  | *                |            |             |

### **VI. Data Processing**

(costs included above)

|  |     |     |     |  |
|--|-----|-----|-----|--|
|  | -0- | -0- | -0- |  |
|--|-----|-----|-----|--|

### **VII. Personnel**

|             |   |     |     |     |  |
|-------------|---|-----|-----|-----|--|
| F/T CSC     |   | -0- | -0- | -0- |  |
| P/T CSC     |   | -0- | -0- | -0- |  |
| Contractual | 2 | 1   | (1) |     |  |

\*The State of California doesn't allow indirect costs. However 10% of all subvened funds may be spent by the City and County of San Francisco for program administration.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Not applicable.

Will grant funded employees be retained after this grant terminates? If so, How?

No; grant-funded contractor employees have been told that the project and their employment is temporary.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source  (if sole source, attach Request for Exemption Form)

Item 1e - File 146-91-74

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health to apply for, accept and expend a new grant, which includes indirect costs of \$49,735 based on 20 percent of personnel costs, and to establish and finance Civil Service positions for the provision of these services.

**Grant Amount:** \$482,018

**Source of Grant:** U.S. Department of Health and Human Services  
Centers for Disease Control

**Grant Period:** September 1, 1991 to August 31, 1992

**Project:** Evaluation and Enhancement of HIV/AIDS Prevention Street and Community Outreach Programs for High-Risk Youth

**Description:** The proposed grant would fund a program to evaluate and enhance current HIV/AIDS prevention and outreach programs serving youth in high risk situations. (Youth in high risk situations would include runaways, homeless youth, and youth who are injection drug users.) The DPH currently implements several programs serving youth in high risk situations, including an in-school speaker's bureau, street outreach programs to homeless youth and gay/bisexual youth, peer education at sexually transmitted disease clinics, incarcerated youth programs, case management for homeless youth, advocacy, group education in homeless shelters, and substance abuse counseling. These programs would be evaluated and enhanced with the proposed grant funds.

The proposed evaluation and enhancement program would include (1) community meetings for local input and participation; (2) a comprehensive needs assessment; (3) ethnographic interviews with youths in high risk situations; (4) a cross-sectional behavioral and seroprevalence survey of youths in high risk situations in several settings. The goals of the proposed program include, but are not limited to, estimating the number of youths in high risk situations in San Francisco, identifying agencies serving youth at high risk, and calculating the costs associated with street/community outreach in San Francisco neighborhoods.

|                                     |   |  |
|-------------------------------------|---|--|
| <b>No. of Persons to be Served:</b> | Population of youths in high risk situations in San Francisco   |  |
| <b>Project Budget:</b>              |   |  |
|                                     | <u>Personnel</u>  |  |
|                                     | Sr. Disease Control Investigator<br>(1.0 FTE) \$38,376  |  |
|                                     | Health Educator (1.0 FTE) 48,339  |  |
|                                     | Disease Control Investigator<br>(1.50 FTE) 53,541   |  |
|                                     | Programmer (1.0 FTE) 47,859   |  |
|                                     | Data Entry Operator (1.0 FTE) 23,358  |  |
|                                     | Sr. Clerk Typist (1.0 FTE) 28,253   |  |
|                                     | Microbiologist (.20 FTE) <u>8,947</u>   |  |
|                                     | <br><u>Total Salaries (6.7 FTE)</u> \$248,673   |  |
|                                     | <u>Fringe Benefits (26 percent)</u> <u>64,655</u>   |  |
|                                     | <u>Personnel Total</u> \$313,328  |  |
|                                     | <br><u>Travel</u> 5,700   |  |
|                                     | <br><u>Equipment</u> (4 PC workstations; 1 laser printer) 16,590  |  |
|                                     | <br><u>Operating Costs</u>  |  |
|                                     | Office Supplies 1,000   |  |
|                                     | Office Furniture 7,199  |  |
|                                     | Clinical Supplies 10,404  |  |
|                                     | Rent 23,638   |  |
|                                     | Telephone 4,824   |  |
|                                     | Postage 500   |  |
|                                     | Reproduction 3,000  |  |
|                                     | Staff Training 1,200  |  |
|                                     | Client Participation Incentives 30,000  |  |
|                                     | RV Rental, Insurance, Fuel, Storage <u>14,900</u>   |  |
|                                     | Materials and Supplies Total 96,665   |  |
|                                     | <br><u>Indirect Costs</u> (20 percent of Total Salaries) <u>49,735</u>  |  |
|                                     | <br><u>Total</u> \$482,018  |  |
| <b>Local Match:</b>                 | None  |  |
| <b>Indirect Costs:</b>              | \$49,735  |  |
| <b>Comments:</b>                    | 1. According to Mr. Tim Piland of the DPH, the Centers for Disease Control (CDC) announced the availability of these funds on August 15, 1991 with a requirement that applications be submitted on or before August 30, 1991. Therefore, since DPH has already applied for the proposed |  |

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grant, the proposed resolution should be amended to give the Department retroactive authorization to apply for the proposed grant.

2. Although the starting date for the grant period was September 1, 1991, Mr. Piland advises that CDC has not yet awarded the proposed grant to the DPH. According to Mr. Piland, CDC has indicated that it will award the DPH the entire amount reflected above. If the DPH is unable to expend the entire amount before the finish of the grant period on August 30, 1992, the remaining funds would be allocated to any CDC grant funds received in fiscal year 1992-93, Mr. Piland reports.

3. This would be the first year of funding for the proposed program, Mr. Piland advises.

4. The \$5,700 in travel expenses includes \$5,000 for mandated trips to CDC to meet with principal investigators from other sites around the country, Mr. Piland advises. The remaining \$700 provides for local travel.

5. Mr. Piland reports that the DPH has received EIPSC approval for the four PC workstations and one laser printer noted in the budget above.

6. The DPH has submitted a Disability Access Checklist, which is in the file.

7. The DPH advises that if the proposed grant is reduced or terminated, personnel would be reduced or terminated accordingly. The proposed grant would result in the addition of 6.7 FTEs.

8. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed CDC grant.

**Recommendation:** Amend the proposed resolution to authorize the DPH to apply for the proposed grant retroactively. Approve the proposed legislation as amended.

Grantor Dept of Health and Human Services  
 Contact Person Centers for Disease Control  
 Address Lin Dixon  
CDC; 255 E. Paces Ferry Road  
Atlanta, GA 30305  
 Amount Requested \$ 482,018  
 Term: From 9-1-91 To 8-31-92  
 Health Commission 10-1-91 Board of Supervisors: Finance Committee  
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) (etc.) grant in the amount of \$ 482,018 from the period of 9-1-91 to 8-31-92 to provide Evaluation/Enhancement of HIV/AIDS Prevention Program Services.

II. Summary: (Cover/salary, need addressed; number + groups served; services and providers) which Serve Youth in High-Risk Situation

This project is designed to evaluate and enhance HIV/AIDS prevention street and community outreach programs that serve youth in high-risk situations (e.g., runaways, homeless youth, and youth who are injection drug users). Please see Attachment I for more information.

III. Outcomes/Objectives:

Please see Attachment I, Preliminary Plan.

IV. Effects of Reduction or Termination of These Funds:

Failure to apply for, accept, and expend these funds will impair the AIDS Office's ability to address the needs of youth in high-risk situations in regard to designing effective and cost-efficient strategies for HIV/AIDS health education and risk reduction.

V. Financial Information:

|                  | Col. A<br>Two Years Ago | Col. B<br>Past Year/Orig. | Col. C<br>Proposed | Col. D<br>Change | Req. Match  | Approved by |
|------------------|-------------------------|---------------------------|--------------------|------------------|-------------|-------------|
| Grant Amount     |                         |                           | <u>482,018</u>     |                  | <u>none</u> |             |
| Personnel        |                         |                           | <u>313,328</u>     |                  |             |             |
| Equipment        |                         |                           | <u>16,590</u>      |                  |             |             |
| Contract Svc.    |                         |                           | <u>18,603</u>      |                  |             |             |
| Mat. & Supp.     |                         |                           | <u>23,638</u>      |                  |             |             |
| Facilities/Space |                         |                           | <u>60,124</u>      |                  |             |             |
| Other            |                         |                           | <u>49,735</u>      |                  |             |             |
| Indirect Costs   |                         |                           |                    |                  |             |             |

VI. Data Processing

(Costs included above) 16,590

VII. Personnel

|             |  |             |  |
|-------------|--|-------------|--|
| F/T CSC     |  | <u>6.70</u> |  |
| P/T CSC     |  | <u>0.00</u> |  |
| Contractual |  |             |  |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
n/a

Will grant funded employees be retained after this grant terminates? If so, How?

No.

\*VIII. Contractual Services: Open Bid none Sole Source none (If sole source, attach Request for Exemption Form)

Item 1f - File 146-91-75

**Department:** Department of Public Health (DPH)  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health to accept and expend a Federal grant, as subgrantee to the Larkin Street Youth Center, which does not include indirect costs, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

**Grant Amount:** \$30,000

**Source of Grant:** U.S. Department of Health and Human Services, Office of Human Development Services

**Grant Period:** October 1, 1991 to September 30, 1992

**Project:** Homeless/Runaway Youth Substance Abuse Prevention Project

**Project Description:** The Larkin Street Youth Center is the prime grantee of the proposed Federal grant funds for the provision of health services to runaway and homeless youth. The Center has the responsibility for the administration and coordination of the project. The DPH is a sub-grantee, and has entered into a Memorandum of Understanding (MOU) with the Larkin Street Youth Center to provide the services of a part-time Nurse Practitioner at Larkin Street Medical Clinic and at other locations in the community where homeless youth congregate. The services provided by the Nurse Practitioner would include early screening and identification of youth who are at high risk for substance abuse, medical screening, treatment referral and substance abuse education.

The Larkin Street Youth Center, as prime grantee, would receive reimbursement for services provided for the project directly from the U.S. Department of Health and Human Services. In turn, the DPH, as a subgrantee, would receive reimbursement for the provision of Nurse Practitioner Services directly from the Larkin Street Youth Center.

**No. of Persons to be Served:** Approximately 500 youth annually

**Grant Budget:**

|                               |              |
|-------------------------------|--------------|
| Nurse Practitioner (.5 FTE) - | \$24,000     |
| Fringe Benefits               | <u>6,000</u> |
| Total                         | \$30,000     |

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**Local Match:** None

**Indirect Costs:** None

**Comments:** 1. The proposed resolution authorizes the DPH to accept and expend a Federal grant, and "to authorize the expenditure of the grant funds to establish and finance Civil Service positions for the provision of these services." This clause is intended to be used for grants which create new Civil Service positions. This grant is a continuation grant and the proposed grant-funded position is an existing position within the DPH. As such, the proposed resolution should be amended to replace the "establish and" clause included in the proposed resolution, with a clause that reads "to authorize the expenditure of the grant funds to continue financing a Civil Service position for the provision of these services."

2. The DPH reports if the grant funds are reduced or terminated the grant position would most likely be retained if other grant funds related to substance abuse or HIV care are available.

3. As noted above, the proposed grant has an effective date of October 1, 1991. Dr. Janet Shalwitz reports that the Nurse Practitioner has continued to provide project services, which are being funded through the Department's additional Salary Savings. The DPH would be reimbursed for these expenditures when the proposed grant funds are received. The proposed resolution should be amended to authorize the DPH to accept and expend the proposed grant funds retroactively.

4. Attached is the "Summary of Grant Request" as prepared by the DPH, for the proposed grant funds.

5. The DPH has submitted a Disability Access Checklist, which is in the file.

**Recommendations:** 1. Amend the proposed resolution to (1) authorize the DPH to accept and expend the Federal grant retroactively and (2) replace the "establish and" clause included in the proposed resolution, with a clause that reads "to authorize the expenditure of the grant funds to continue financing a Civil Service position for the provision of these services".

2. Approve the proposed resolution as amended.

Item No. \_\_\_\_\_

## Heal Commission - Summary of Grant Request

Rev. 4/10/90

Grantor OHHS Office of Human Development Services  
 Contact Person Mary Butler Services  
 Address 200 Independence Ave, S.W.  
 Washington, D.C.

Division CPHS  
 Section Special Programs for Youth  
 Contact Person Janet Shalwitz, MD  
 Telephone 753-7780  
 Application Deadline NA  
 Notification Expected We have been notified

Amount Requested \$ 30,000  
 Term: From 10/1/91 To 9/30/92  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 30,000 from the period of 10/1/91 to 9/30/92 to provide comprehensive health care services.  
 (Circle appropriate words)

II. Summary: (Contact/tivity; need addressed; number + groups served; services and providers)  
 Homeless and runaway youth are at high risk for substance abuse. With funding from OHDS, Larkin Street as the prime grantee in collaboration with Youth Advocates Catholic Charities and DPH have developed a system for prevention, intervention and treatment of substance abuse in over 500 high risk youth.

## III. Outcomes/Objectives:

Over 500 youth seen at Larkin Street Medical Clinic have been provided with comprehensive health care services.

## IV. Effects of Reduction or Termination of These Funds:

Health care services to homeless and runaway youth will be reduced.

## V. Financial Information:

|                  | Col. A (17 mo) | Col. B (7 mo)   | Col. C (12 mo) | Col. D | Req. Match | Approved by |
|------------------|----------------|-----------------|----------------|--------|------------|-------------|
|                  | Two Years Ago  | Past Year/Orig. | Proposed       | Change |            |             |
| Grant Amount     | \$42,500       | \$17,500        | \$30,000       | 0      | 0          |             |
| Personnel        | \$42,500       | \$17,500        | \$30,000       |        |            |             |
| Equipment        |                |                 |                |        |            |             |
| Contract Svc.    |                |                 |                |        |            |             |
| Mat. & Supp.     |                |                 |                |        |            |             |
| Facilities/Space |                |                 |                |        |            |             |
| Other            |                |                 |                |        |            |             |
| Indirect Costs   | 0              | 0               | 0              |        |            |             |

## VI. Data Processing:

(costs included above) 0 0 0

## VII. Personnel

|             |   |   |   |  |
|-------------|---|---|---|--|
| F/T CSC     | 1 | 1 | 1 |  |
| P/T CSC     |   |   |   |  |
| Contractual |   |   |   |  |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 General fund

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, most likely by obtaining new grants related to substance abuse  
 or HIV care

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Extramural Funds)



Item 1g - File 146-91-77

**Department:** Department of Public Health (DPH)  
Community Mental Health Services (CMHS)

**Item:** Resolution authorizing the DPH to apply for a new grant from the Robert Wood Johnson Foundation, which includes \$22,245 of indirect costs based on four percent of the grant's personnel, operating expenses and contractual services, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

**Grant Amount:** \$600,000 total, or \$200,000 annually each year for three years.

**Grant Period:** March 1, 1992 through February 28, 1995

**Project:** Child Health Initiative for Immigrant/Refugee Newcomers (CHIRN)

**Description:** Over a three year period, the proposed grant funds would be used to develop and implement (1) an ongoing mechanism for providing health planners and policy makers with an update of the health status of immigrant and refugee newcomer children ("Newcomer children" are new entrants in San Francisco schools); (2) fiscal strategies to maximize Federal and State resources; and (3) structural changes in child health care service delivery. The project would focus on 180 high risk newcomer families with a projected average of three children in each family.

In order to improve the accessibility and quality of health care for newcomer children, the DPH proposed to initiate a collaborative project with the San Francisco Unified School District (SFUSD), the Department of Social Services and community-based health and human services programs. In addition, the goals of the proposed project are (1) to increase access to needed health care services for San Francisco children; (2) to improve delivery of health care services to multi-need children and their families through the creation of an interdepartmental pilot project; and (3) to evaluate the effectiveness of the pilot project developed and to explore its application to other groups of multi-need children.

| <b>Project Budget:</b> | <u>Personnel</u>   | <u>FTEs</u>      |
|------------------------|--|------------------|
|                        | <u>Year 1</u>  |                  |
|                        | Project Coordinator -  |                  |
|                        | Public Health Nurse  | 0.50             |
|                        | Program Planner  | 0.50             |
|                        | Health Worker  | 0.50             |
|                        | Clerk  | <u>1.00</u>      |
|                        | Subtotal Year 1  | 2.50             |
|                        |  | \$ 93,150        |
|                        | <u>Year 2</u>  |                  |
|                        | Project Director   | 0.50             |
|                        | Health Worker  | 1.50             |
|                        | Clerk  | <u>1.00</u>      |
|                        | Subtotal Year 2  | 3.00             |
|                        |  | \$108,400        |
|                        | <u>Year 3</u>  |                  |
|                        | Project Director   | 0.50             |
|                        | Health Worker  | 1.50             |
|                        | Clerk  | <u>1.00</u>      |
|                        | Subtotal Year 3  | 3.00             |
|                        |  | \$110,660        |
|                        | <u>Fringe Benefits (22 percent)</u>  | <u>69,527</u>    |
|                        | <u>Total Personnel</u>   | <u>8.50</u>      |
|                        |  | \$381,737        |
|                        | <u>Operating Expenses</u>  | 28,195           |
|                        | Includes office supplies, printing, telephone,<br>postage, computer time and travel to one<br>national conference. |                  |
|                        | <u>Contractual Services</u>  | 90,600           |
|                        | Includes part-time fiscal planner, systems<br>analyst and epidemiologist   |                  |
|                        | <u>Subtotal</u>  | <u>\$500,532</u> |
|                        | <u>Equipment</u>   | 5,646            |
|                        | Includes computer equipment costs  |                  |
|                        | <u>Work Order - SFUSD</u>  | 73,800           |
|                        | <u>Indirect Costs</u>  | <u>20,022</u>    |
|                        | <u>Total Budget</u>  | <u>\$600,000</u> |

**Indirect Costs:** \$20,022. It is the policy of the Robert Wood Johnson Foundation to allow four percent of the grant's budgeted costs for personnel, operating expenses, and contractual services for indirect costs (See Comment #1).

**Comments:** 1. As noted above, indirect costs in the amount of \$20,022 would be included in the proposed project budget rather than

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\$22,245 as indicated on the proposed resolution. Dr. Reiko True of the DPH reports that the DPH's proposed budget has changed since the time when the proposed resolution was drafted, and the \$20,022 revised amount for indirect costs is based upon four percent of the above-listed budget's subtotal of \$500,532 for personnel, operating expenses, and contractual services. Therefore, the proposed resolution should be amended to include indirect costs in the amount of \$20,022 in the title and body of the proposed resolution rather than \$22,245 as indicated on the proposed resolution.

2. Dr. True reports that all of the above listed personnel positions are new positions in the DPH. However, Dr. True reports that if the proposed grant funds are reduced or terminated, then the above-listed positions would be similarly reduced or terminated. The proposed grant would fund an additional 8.5 FTEs.
3. Dr. True reports that the DPH will provide more specific budget details when the DPH requests authorization from the Board of Supervisors to accept and expend the proposed grant, based upon the final grant award amount.
4. The DPH has submitted a Disability Access Checklist which is in the file.

**Recommendation:** Amend the title and body of the proposed resolution to include indirect costs in the amount of \$20,022 instead of \$22,245 as indicated on the proposed resolution. Approve the proposed resolution as amended.



Item 1h - File 146-91-78

**Department:** Department of Public Health (DPH)  
Bureau of Health Promotion and Education

**Item:** Resolution authorizing the Department of Public Health to apply for a grant, which includes \$12,000 of indirect costs based on 20 percent of the total award, and to authorize the expenditure of grant funds to continue and finance Civil Service positions for the provision of these services.

**Grant Amount:** Up to \$60,000 for two years (\$30,000 per year)

**Source of Grant:** Van Loben Sels Foundation

**Grant Period:** January 1, 1992 through December 31, 1993

**Project:** AIDS Training for Adult Workers in the Public and Private Sectors of San Francisco

**Project Description:** The current focus of the AIDS education trainings for adult workers in the public and private sectors is identification of personal risk of contracting AIDS, discussion of routes of transmission, personal strategies for risk reduction and communication skills training. The AIDS Training Coordinator position within the DPH will no longer be funded by Federal and State grants as of December of 1991 due to Federal and State reductions of AIDS prevention funds. The proposed grant would fund that AIDS Training Coordinator for two years to coordinate the continuation and expansion of AIDS training for adult workers in the public and private sectors of San Francisco.

**No. of Persons to be Served:** 1,500 per year

**Grant Budget:** To be provided

**Local Match:** None

**Indirect Costs:** \$12,000, or 20 percent of the total grant

**Comments:**

1. The DPH reports if the grant funds are reduced or terminated the grant position would be reduced or terminated accordingly. The proposed grant would provide for one FTE.
2. Mr. Collins advises that the DPH would provide a detailed budget when the Department requests authorization to accept and expend the proposed grant. However, the budget

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is anticipated to include one full-time AIDS Training Coordinator at an annual rate of approximately \$49,190 plus fringe benefits in the amount of approximately \$13,773, for an approximate total of \$62,963, as well as equipment purchases, computer rentals, and travel, Mr. Collins reports.

3. According to Mr. Garth Collins of the DPH, the DPH has been invited by the Van Loben Sels Foundation to apply for \$85,492 for the first year and \$79,408 for the second year of the grant period, for a total of \$164,900, rather than the \$30,000 per year, \$60,000 total, reflected above. In that case, the grant would include indirect costs of 20 percent of total salaries and fringes, or approximately \$12,593 per year, based on approximate total salaries and fringes of \$62,963, rather than the \$12,000 reflected above.

Mr. Collins advises that the DPH regularly includes indirect costs in the amount of 20 percent of total salaries. The previous budget for \$30,000 per year included salaries only; therefore, 20 percent of the total budget would have been the same as 20 percent of total salaries. The proposed grant of \$85,492 for the first year and \$79,408 for the second year would result in indirect costs of more than \$12,000. Therefore, the proposed resolution should be amended to authorize the DPH to apply for \$85,492 for 1992 and \$79,408 for 1993, which includes indirect costs in the amount of \$12,593 per year, based on 20 percent of approximate total salaries and fringes of \$62,963.

4. Mr. Collins advises the deadline to apply for the proposed grant is November 15, 1991.

5. The DPH has submitted a Disability Access Checklist, which is in the file.

**Recommendation:**

Amend the proposed resolution to authorize the DPH to apply for \$85,492 for 1992 and \$79,408 for 1993, for a total of \$164,900, which includes indirect costs in the amount of \$12,593 per year, or 20 percent of total salaries and fringes, and approve as amended.

Item 1i - File 101-90-125.1

**Department:** Department of Public Works (DPW)  
Clean Water Program

**Item:** Request for release of reserved funds for consulting services for implementation of the Study Plan for the Best Management Practices Program, a program of pollution prevention and control activities

**Amount:** \$130,000

**Source of Funds:** Accumulated interest on the proceeds from General Obligation bonds that have been invested until bond funded projects begin.

**Description:** The Board of Supervisors previously appropriated \$541,000 and placed \$130,000 on reserve for consulting services for implementation of the Best Management Practices Program for the Pollution Prevention Study Plan pending selection of a consultant and determination of hours, rates and MBE/WBE status (File 101-90-125). The proposed Best Management Practices (BMP) Program for the Pollution Prevention Study Plan contract would be awarded to Mr. James Montgomery. The Study Plan would include the investigation of potential sources of toxic chemical discharges into the wastewater system and development of cost effective discharge control measures.

**Comments:** 1. The Clean Water Program reports that the proposed release of reserved funds for the the Best Management Practices Program for Pollution Prevention Study Plan would be used as follows:

Contractor: Mr. James Montgomery

|  |          |
|--|----------|
| Review of Background Information                                 | \$37,464 |
| Develop Initial BMP List   | 13,638   |
| Gather Quantitative Data   | 9,176    |
| Screen BMPs for In-Depth Study                                   | 7,176    |
| Develop Cost-Effectiveness Models;<br>Design Experiments; Review | 51,512   |
| Evaluation of BMPs for Implementation                            | 9,928    |
| Final Report to Regional Board                                   | 27,656   |

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|                    |                 |
|--------------------|-----------------|
| Project Management | <u>\$13,376</u> |
| Total Project Cost | \$169,926       |

2. Mr. Montgomery would employ one principal investigator at \$115 per hour for 284 hours (\$32,660), one senior professional at \$79 per hour for 590 hours (\$46,610), one designer at \$50 per hour for 62 hours (\$3,100), and one secretary at \$42 per hour for 120 hours (\$5,040), Mr. Filice reports. In addition, non-personnel costs would total \$82,516 and include subcontractors at \$67,400 and other direct costs at \$15,116.

3. Mr. Filice advises that the Study Plan contract was bid competitively according to the guidelines of the Human Rights Commission. Mr. Filice further advises that the Department received four proposals, but none were received from MBE/WBE/LBE firms. However, to meet the Human Rights Commission guidelines, the two subcontractors, whose portion of the contract equals \$67,400 as noted above, would be Don Todd and Associates, an MBE firm, and Project Affairs Management, a WBE firm. According to Mr. Filice, the Department met with all four bidders, chose the best qualified bidder and negotiated a contract budget after that selection was made.

4. As noted above, \$130,000 was placed on reserve for release by the Finance Committee. However, the total project cost would be \$169,926, as reflected in the project budget. According to Mr. Frank Filice of the Department of Public Works, the additional \$39,926 (\$169,926 less \$130,000) would come from previously approved funds for the program, including contingencies. Mr. Filice reports that Mr. James Montgomery would be executing a public survey, at \$26,480 (included under Review of Background Information in the above budget), which was originally budgeted to a different contractor. This \$26,480 would include 16 hours at \$115 (\$1,840), \$22,000 for Project Affairs Management, a subconsultant, and \$2,640 for other direct costs.

5. According to Mr. Filice, the source of funds for the proposed Study Plan would be accumulated interest from previously issued Clean Water General Obligation bonds.

6. The work plan budgeted above would require approximately one year from start date to completion, Mr. Filice reports. According to Mr. Filice, the contract would begin as soon as the Department receives authorization from the Board of Supervisors.

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Memo to Finance Committee  
November 6, 1991

**Recommendation:** Release the entire \$130,000.

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Item 1j - File 101-91-18.1

|                         |  |
|-------------------------|--|
| <b>Departments:</b>     | Controller<br>Employees Retirement System (ERS)  |
| <b>Item:</b>            | Request to release \$1,388,103 for the Retirement System, for temporary salaries and overtime, mandatory fringe benefits, other contractual services, postage, materials and supplies and services of other departments-City Attorney, in connection with implementation of the early retirement program provided under Proposition A on the November, 1991 election.  |
| <b>Amount:</b>          | \$1,388,103  |
| <b>Source of Funds:</b> | Employees Retirement Trust Fund  |
| <b>Description:</b>     | A proposition that would offer City employees incentives to retire early (Proposition A) is on the ballot for November, 1991. According to Proposition A, employees who retire before April of 1992 would receive early retirement benefits as if they were three years older and had worked for the City for three additional years. Thus, a 57 year old employee who had worked for the City for 27 years would receive early retirement benefits as if they were 60 years old and had worked for the City for 30 years.   |
|                         | The Employees Retirement System (ERS) estimates that of the 5,500 employees who would be eligible for early retirement if the proposition is approved by the voters, approximately 1,500 may accept. The Board of Supervisors recently approved a supplemental appropriation ordinance for a total of \$1,573,103 to fund the hiring of an outside contractor to meet the additional workload created by this influx and to finance additional overtime and temporary salary funds for in-house employees (File 101-91-18). Of this amount of \$1,573,103, the Board of Supervisors released \$185,000 for preparatory activities, and reserved of \$1,388,103 pending the outcome of the November 5, 1991 election. |
| <b>Project Budget:</b>  | <u>Contract Budget</u>   |
|                         | Preliminary Work (inc. data collection,<br>set up eligibility criteria, identify<br>eligible employees) \$32,235   |
|                         | Calculate Service Credit 358,000   |
|                         | Calculate Prior Service 415,000  |

|   |               |
|---|---------------|
| Finalize Design Details/<br>Determine Operational Procedures  | \$20,075      |
| As-needed Meetings  | 15,000        |
| Communication for Current Retirements                         | 16,913        |
| Pre-Ballot Preparation  | 56,595        |
| Post-Ballot Communications;<br>Individual Employee Interviews | 304,470       |
| Calculation/System Support                                    | 132,000       |
| Actuarial Reporting   | <u>10,000</u> |
| Total Contract Budget   | 1,360,288     |
| <u>Retirement System Personnel</u>                            |               |
| Overtime Salaries   | \$90,000      |
| Temporary Salaries  | 78,065        |
| Fringe Benefits   | <u>22,750</u> |
| Personnel Total   | \$190,815     |
| <u>Materials and Supplies</u>                                 |               |
| Postage   | 4,000         |
| Office Supplies   | <u>3,000</u>  |
| Materials and Supplies Total                                  | 7,000         |
| <u>City Attorney's Services</u>                               |               |
| TOTAL PROJECT BUDGET  | \$1,573,103   |

As noted above, \$185,000 of these funds were previously released to enable the contractor to conduct preliminary work with some assistance from ERS personnel. Of this \$185,000, \$12,675 was allocated to Overtime and \$172,325 was allocated to Contractual Services .

**Comments:**

1. The ERS has selected Towers, Perrin, Foster and Crosby to calculate retirement benefits, based on Proposition A requirements, for each of the 5,500 eligible employees and mail that individualized information to each of those employees. In addition, the consultant has contracted to develop an automated phone system to answer employee questions, lead orientation sessions for employees, interview candidates individually who elect early retirement, and develop printed materials.

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2. According to Mr. Kieran Murphy of ERS, since October 16, 1991, Towers, Perrin, Foster and Crosby has begun the planning stages of the project, completed the background work for and begun installation of the automated phone system, and prepared written materials to be mailed to all City departments and eligible employees the day following the election if Proposition A passes. Mr. Murphy advises that because the contractor bills ERS monthly, and because the amount owed increases at a varied daily rate, ERS cannot estimate at this time the amount owed to the contractor against the \$172,325 previously released for the project. However, Mr. Murphy estimates that ERS will not spend the entire \$172,325 prior to the election, so that a balance would remain. According Mr. Rudy Hernandez of ERS, of the \$12,675 allocated to Overtime, \$10,788 has been spent as of November 5, 1991, leaving an unspent balance of \$1,887. Mr. Murphy advises that any unspent funds would be returned to the Employees Retirement Trust Fund should Proposition A be defeated.
3. Mr. Murphy advises that none of the bidders for this contract, including Towers, Perrin, Foster and Crosby, were MBE/WBE/LBE firms.
4. As of the writing of this report, the outcome of the November 5, 1991 election is unknown.

**Recommendation:** If Proposition A is approved by the voters on November 5, 1991, release the entire \$1,388,103.

If Proposition A is rejected by the voters on November 5, 1991, rescind all of the unexpended amount of the previously appropriated \$1,573,103 for return to the Employees Retirement Trust Fund.



Item 2 - File 101-91-24

**Department:** Police Department

**Item:** Supplemental Appropriation Ordinance, which would appropriate funds for the Police Department's Surrender of Firearms Program.

**Amount:** \$50,000

**Source of Funds:** Narcotics Forfeiture and Asset Seizure Fund

**Description:** The Police Department initiated an amnesty program on October 23, 1991, under which individuals possessing firearms could surrender such firearms, with no questions asked, in exchange for a \$50.00 payment from the City. Captain Anthony Ribera of the Police Department reports that as of November 1, 1991, 907 firearms have been surrendered to the Department, which over a nine-day period of time has resulted in payments totalling \$45,350. Of the \$45,350, \$28,500, for 570 firearms, represents actual payments and \$16,850, for 337 firearms, represents payment vouchers. Of the total firearms which were surrendered, 160 were rifles and 747 were handguns, half of which were semi-automatic. Follow-up examination by the Police Department of the firearms which were surrendered, revealed that approximately 95 percent of the firearms were in operational condition and five percent were non-operational.

The Board of Supervisors previously appropriated \$9,500 to be used to make the \$50.00 payments under the Surrender of Firearms Program. Subsequently, pursuant to Section 10.117.54 of the Administrative Code, which permits expenditures of less than \$10,000 to be paid from this Fund without prior approval of the Board of Supervisors, the Mayor's Office approved two additional allocations of \$9,500 each from the Narcotics Forfeiture and Asset Seizure Fund for total additional allocations of \$19,000, bringing the total amount available for the Program to \$28,500. As noted above, the entire \$28,500 has already been expended. The proposed ordinance would appropriate an additional \$50,000 for a total Program amount of \$78,500. The \$50,000 would pay for the 337 firearms which have already been surrendered in exchange for payment vouchers, plus an additional 663 firearms, for a total of 1,000 firearms.

**Comments:**

1. Captain Ribera advises that he believes that after the initial enthusiasm wears off, the number of firearms surrendered will taper off substantially from the daily average of approximately 100 firearms, (approximately 100

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firearms x 9 days = 907 firearms) which has been experienced thus far. Captain Ribera reports that effective November 4, 1991, the Property Control Section at the Hall of Justice will accept firearms only for four hours daily, between the hours of 8:00 a.m. to 12:00 p.m, instead of for eight hours daily, 8:00 a.m. to 4:00 p.m. District Stations will continue to accept firearms on Saturdays between 10:00 a.m. to 2:00 p.m. Additionally, Captain Ribera reports that, while the Department will continue to accept assault rifles, effective November 4, 1991, it will no longer accept hunting rifles because, according to Captain Ribera, these rifles do not pose a serious threat with respect to street crime. Captain Ribera adds that the Department will from this point on, scrutinize all surrendered firearms more closely to weed out and not pay for those firearms that are non-operational.

2. Captain Ribera recommends that the Program be evaluated by the Police Department after the proposed \$50,000 is expended to assist in determining if the Program should be continued. As noted above, the proposed \$50,000 would pay for 337 firearms already surrendered in exchange for payment vouchers, for a total of \$16,850, plus an additional anticipated 663 firearms to be surrendered, for a total of \$33,150.
3. The Controller's Office reports that there is currently an unappropriated balance of \$430,469 in the Narcotics Forfeiture and Asset Seizure Fund.
4. Since the proposed \$50,000 would pay for a portion of expenditures already incurred by the Program, the legislation should be amended to appropriate \$50,000 retroactively for the Police Department's Surrender of Firearms Program.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Should the Board of Supervisors approve the proposed ordinance, the legislation should be amended to approve the \$50,000 appropriation retroactively.

Item 3 - File 100-91-1.6

**Department:** Port

**Item:** Release of reserved funds for a Civil Service position Classification 9376N, Market Research Specialist, for implementation of the Seven Point Policy Plan for revitalizing the Ship Repair Industry.

**Amount:** \$43,339

**Source of Funds:** San Francisco Harbor Operating Fund

**Description:** On September 3, 1991, the Board of Supervisors passed a resolution urging the Mayor to urge the Port Commission to adopt a Seven Point Policy Plan in support of the survival of the ship repair industry in San Francisco. The fourth point called for the Port to spend \$100,000 in 1991-92 of the Port's marketing budget toward the increased development of ship repair in San Francisco. In adopting the FY 1991-92 budget, the Board of Supervisors placed nine new positions for the Port on reserve pending a report to the Finance Committee on the proposed Port reorganization. The \$43,339 being requested for a Market Research Specialist was one of those nine new positions placed on reserve. The original intent of the Market Research Specialist was to provide general market research services for the water dependent industries (including the ship repair industry).

The Market Research Specialist would provide market research and develop a marketing plan for the ship repair industry exclusively for the first six months of the position. In addition, the Market Research Specialist would develop a budget for the ship repair marketing program for the following fiscal year. After the first six months, the Market Research Specialist would begin working on developing marketing plans for the other water dependent industries such as the cruise ship industry and the excursion ship industry in addition to working on the ship repair industry.

**Comments:**

1. The \$43,339 represents the annual salary for the Market Research Specialist. However, according to Ms. Veronica Sanchez of the Port, the Port has not filled the Market Research Specialist position and, if the proposed request is approved, the Port does not intend to fill it until January 2, 1992. As such, the Budget Analyst recommends that the \$43,339 be reduced by \$21,918 to \$21,421 (\$1,660.50 biweekly pay x 12.9 biweekly periods = \$21,421) to reflect the six month-period before the Port will be able to fill the position. The remaining \$21,918 should be returned to the Port's

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unappropriated revenues in the San Francisco Harbor Operating Fund.

2. Ms. Sanchez reports that the remaining eight positions are still being analyzed and discussed with the labor unions. Ms. Sanchez reports that once that process is finished, the Port will submit a report to the Finance Committee on the proposed Port reorganization, and request a release of the remaining eight positions on reserve. Ms. Sanchez reports that the requested Market Research Specialist position would be an unrepresented position.

3. According to Ms. Sanchez, although \$100,000 was cited in the Seven Point Policy Plan, the Port is in the process of designing a marketing budget for the ship repair industry for the current fiscal year that reflects the priorities outlined in the Seven Point Policy Plan. The ship repair marketing budget may or may not be \$100,000 depending on what are the ship repair industries' marketing needs. As noted above, the Port intends to use the requested position to develop a marketing budget for the ship repair industry for FY 1992-93.

**Recommendation:** Reduce the requested \$43,339 by \$21,918 to \$21,421 to reflect the six month period before the Port will be able to fill the position. Return the remaining \$21,918 to the San Francisco Harbor Operating Fund.

Item 4 - File 114-91-10

**Department:** Department of Public Works, Bureau of Building Inspection (BBI)

**Item:** Ordinance amending Part II, Chapter 1 of the San Francisco Municipal Code (Building Code) by amending Section 333.1, and amending Part II, Chapter 12 of the San Francisco Municipal Code (Housing Code) by amending Section 302 to establish a fee to defray the costs of the Bureau of Building Inspection to inspect code violation complaints for R-3 occupancies including one and two-family rental dwelling units.

**Description:** The Bureau of Building Inspection (BBI) is proposing an amendment to the San Francisco Building Code, which would add a new license fee of \$10, per dwelling unit, per year, for one and two-family rental dwelling units (\$20 for two-family dwelling units), to the list of authorized fees. BBI further proposes to amend the San Francisco Housing Code to include the collection of the license fees for one and two family rental dwelling units.

BBI reports that its Housing Inspection Division has historically performed code enforcement inspections, based on complaints, on single and two-family dwelling rental units in the City. These complaints are received by BBI from residents or neighbors. However, the Housing Inspection Division presently does not collect a fee for performing such inspections and has not been reimbursed for inspections in the past. BBI estimates that the Housing Inspection Division performs nearly 4,000 inspections each year.

The following summarizes the estimated costs to the Housing Inspection Division to perform 4,000 such code enforcement inspections each year:

|   |               |
|---|---------------|
| Cost of Staff inspections (5,320 Housing Inspector hours @ \$65.25 per hour)            | \$347,130     |
| 2,600 hours of Clerical support @ \$31 per hour (1.25 FTE)                              | 80,600        |
| 1,040 Senior Inspector hours for supervision and administrative support @ \$67 per hour | <u>69,680</u> |
| Total estimated cost of performing 4,000 code enforcement inspections each year         | \$497,410     |

**Comments:**

1. BBI reports that approximately 50,000 single and two-family dwelling units exist in San Francisco. At a proposed cost of \$10.00 per dwelling, the City could receive as much as \$500,000 in additional revenues, which would be used to offset the present cost of performing code enforcement inspections, related to code violation complaints, on single and two-family rental dwelling units.
2. The proposed fee is intended to recover the cost of the 4,000 inspections now performed by the Housing Inspection Division each year. According to Mr. Peter Burns of BBI, the Housing Inspection Division presently subsidizes these code enforcement inspections out of other rental license fee revenues. Because the imposition of this new fee would increase revenues by approximately \$500,000 annually and because the BBI is presently able to subsidize the cost of these code enforcement inspections through its present apartment and hotel license fee revenues, the Budget Analyst believes that the proposed fee is not justified.
3. The City Attorney's Office advises that, by law, fees charged for a specific purpose must be used to fund that specific purpose. With respect to the apartment and hotel license fee revenues, such revenues could not be used to fund code enforcement inspections. Therefore, BBI is requesting an additional \$10 fee for one and two-family dwelling units.
4. However, the Budget Analyst recommends that if a new fee is to be established for performing code enforcement inspections related to code violation complaints on single and two-family rental dwelling units, then the existing fee structure for the other inspections being performed by BBI should be reduced in order to keep BBI only on a self sustaining basis (and not on a basis of revenues exceeding costs) in accordance with the prior policy established by the Board of Supervisors. The Budget Analyst's recommendation would preclude BBI from achieving additional revenues which exceed total BBI costs by approximately \$500,000 annually.
5. Mr. Burns reports that BBI has requested that this item be continued for three weeks.

**Recommendation:** Continue the proposed ordinance for three weeks until November 27, 1991, as requested by the BBI.

Item 5 - File 114-91-11

**Department:** Department of Public Works, Bureau of Building Inspection (BBI)

**Item:** Ordinance amending Part II, Chapter 1 of the San Francisco Municipal Code (Building Code) by amending Section 333.3 relating to the fee for energy reports and certificates.

**Description:** The Bureau of Building Inspection (BBI) is proposing an amendment to the San Francisco Building Code, which would increase the fee charged by \$5.00, from \$5.25 to \$10.25, a 95 percent increase, for providing Residential Energy Conservation reports and certificates.

In September of 1991, the Board of Supervisors approved the Residential Water Conservation Ordinance (Ordinance No. 185-91), which required that BBI perform residential water conservation inspections concurrently with the present program of residential energy conservation inspections. The ordinance further provided that BBI provide inspection forms and certificates of compliance to document completed inspections. A copy of the certificate of compliance would then be furnished to the Water Department.

Because of the recent enactment of the Residential Water Conservation Ordinance, BBI is requesting an increase in the fees used to pay for the cost of providing the reports and certificates. BBI intends to redesign the residential energy conservation inspection forms and certificates to accommodate the requirements of the Residential Water Conservation Ordinance. BBI has estimated that the costs of implementing the requirements of the Residential Water Conservation Ordinance would increase as follows:

|  |              |
|--|--------------|
| Computer Reprogramming to include residential water conservation requirements in database and to produce Water Conservation Ordinance reports for the Water Department | \$2,000      |
| Redesign and Printing of Residential Energy Conservation Ordinance inspection forms and certificates   | 1,000        |
| Clerical Data entry (approximately 83 hours)   | 2,600        |
| Administration and Supervision of Program (approximately 100 hours)  | <u>6.700</u> |
| Total projected increase in cost   | \$12,300     |

BBI estimates that it conducts roughly 2,500 Residential Energy Conservation Ordinance inspections annually. Given an estimated cost of \$12,300 to administer the Water Conservation inspections, BBI estimates the approximate increase in the fee charged for reports and certificates would be \$5.00 (The estimated increase is rounded to the nearest quarter of a dollar).

**Comment:**

1. BBI has included the \$2,000 cost of reprogramming its computer and producing reports for the Water Department. Since BBI would be producing computer reports for the Water Department, the Water Department should pay for the reports.
2. BBI has also included the cost to redesign the inspection forms and certificate to track residential water conservation inspections performed by the Bureau. However, such one-time costs are relatively minor and could be absorbed by BBI. Most of the cost imposed by the Bureau will be the cost of printing, on a periodic basis, the multipart "NCR" inspection forms and certificates. Mr. Peter Burns of BBI advises that the estimated cost of the inspection forms and certificates is \$0.25 per form, or a total cost of \$1,000 per year, assuming 4,000 copies are produced (2,500 copies used by BBI inspectors plus 1,500 copies for inspections made by private energy inspectors). BBI furnishes the inspection forms to private energy inspectors. However, according to Mr. Burns, the total printing costs are not included in the calculation of the present fee associated with the Residential Energy Conservation Ordinance. Assuming only the cost of printing the inspection forms and certificates and the cost of providing the clerical and administrative time involved, the estimated fee increase would only be \$4.25, not \$5.00. Therefore, the proposed ordinance should be amended to reflect a fee increase from \$5.25 to \$9.50, an increase of \$4.25.
3. Mr. Burns has advised that BBI has requested that this proposed ordinance be continued for three weeks.

**Recommendation:** Continue the proposed ordinance for three weeks, or until November 27, 1991, as requested by BBI.

Item 6 - File 7-91-13

**Note:** This item was continued from the Finance Committee meeting of October 23, 1991.

**Department:** Municipal Railway (MUNI)

**Item:** Hearing to review the policies and procedures implemented at the Municipal Railway regarding employee overtime pay.

**Description:** According to Ms. Kathleen Kelly of the Public Utilities Commission (PUC), the MUNI does not have its own set of policies and procedures regarding employee overtime pay. Ms. Kelly stated that MUNI does follow, closely, the procedures specified in Section 18.13 of the San Francisco Administrative Code.

Section 18.13 (a) of the San Francisco Administrative Code specifies that no department appointing officer shall permit any employee to work overtime hours that exceed, in any fiscal year, 16 percent of the number of hours that the employee is regularly scheduled to work on a straight-time basis in that fiscal year. However, the appointing officer may, by written authorization, require or permit an employee to work overtime hours in excess of the 16 percent limitation.

According to Ms. Kelly, at MUNI, the General Manager, or in the absence of the General Manager, the Deputy General Manager, is responsible for authorizing overtime in excess of the 16 percent limitation. Ms. Kelly reports that the General Manager usually authorizes overtime exceeding the limitation to MUNI's vehicle maintenance employees.

Section 18.13 (b) specifies that transit operators and transit operator supervisors of MUNI are exempt from the limitation of overtime hours.

Section 18.13 (b) also states that the General Manager shall make a biannual report to the Board of Supervisors, which justifies the use of any excess overtime granted.

**Comments:**

1. Ms. Kelly reports that, since the overtime provisions of the Administrative Code were implemented in May of 1988, the MUNI has not submitted, on a continuing basis, biannual reports to the Board of Supervisors. As of the writing of this report, MUNI has not provided the Budget Analyst Office with a copy of the last biannual report submitted to the Board of Supervisors.

2. Ms. Kelly further advises that, not including overtime for Transit Operators, MUNI spent \$2.2 million on overtime in FY 1990-91. The maintenance staff accounted for approximately \$1.6 million of the total expenditures of \$2.2 million. Transit Supervisors and Station Agents account for the remaining \$600,000 in expenditures. According to Ms. Kelly, overtime for Transit Operators is included in the Transit Operators permanent salaries line item.

3. According to the Finance Committee calendar for November 6, 1991, the Chair may entertain a motion to continue this item.

Items 7 and 8 - Files 178-91-18 and 101-91-21

**Department:** Public Utilities Commission (PUC), San Francisco Municipal Railway (MUNI)

**Item:** Item 7 is a proposed resolution authorizing the Public Utilities Commission to enter into a contract with Breda Costruzioni Ferroviarie S.p.A. for an amount not to exceed \$82,087,695 for the manufacture of 35 Light Rail Vehicles.

Item 8 is an ordinance appropriating funds for the purchase of 35 Light Rail Vehicles (LRV) for the Municipal Railway for fiscal year 1991-92.

**Amount:** \$12,284,076      Transit Impact Development Fees  
                  8,000,000      Safe Harbor Lease Revenues

\$20,284,076      Total proposed amount

**Description:** MUNI has negotiated a purchase contract to acquire 35 second generation light rail vehicles (LRVs). The purchase of the 35 additional LRVs would increase MUNI's fleet from 130 LRVs to 165 LRVs. MUNI has awarded the LRV contract to Breda Costruzioni Ferroviarie of Italy at a cost of \$82,087,695. The contract award was based on a combination of technical and price criteria. Including prior year and projected staff and consultant costs of \$1,683,095, the total purchase cost of the 35 LRVs is \$83,770,790, or an average cost per LRV of \$2,393,451.

In January of 1991, the Purchaser issued a Request for Proposals to 31 potential suppliers and received five proposals from three firms. Using the "negotiated procurement procedure" previously authorized by the Board of Supervisors under the City's Administrative Code, MUNI negotiated and received four final "best and final offers" on August 8, 1991. Of the four offers, MUNI rejected two offers by the firm of C. Itoh because the offers were incomplete or non-responsive. The remaining two offers are summarized as follows:

|                                      |                | Price<br><u>Score</u> | Technical<br><u>Score</u> | Total<br><u>Score</u> |
|--------------------------------------|----------------|-----------------------|---------------------------|-----------------------|
| Breda Costruzioni Ferroviarie S.p.A. | (\$82,087,695) | 60.0                  | 37.1                      | 97.1                  |
| Duewag Corporation                   | (\$85,344,863) | 57.7                  | 34.9                      | 92.6                  |

Of the total purchase cost of \$83,770,790, MUNI has already received funding commitments totalling \$63,486,714 from the Federal Urban Mass Transit Administration (UMTA), as well as other Federal, State and local funding sources. The proposed Supplemental Appropriation Ordinance would appropriate the remaining \$20,284,076 needed to fund the contract.

The proposed supplemental appropriation (Item 8) of \$20,284,076 consists of \$8,000,000 in Safe Harbor Lease Revenues, and \$12,284,076 in Transit Impact Development Fee revenues. Safe Harbor Lease Revenues are revenues from the sale of depreciation credits made by MUNI, on diesel bus and LRV purchases, during the period 1983 through 1986. Transit Impact Development Fees are one-time fees collected from new and expanded developments of office space in the downtown area, which generate an added burden on the MUNI.

MUNI has provided the following summary of the sources and uses of the total funding pertaining to the LRV contract with Breda Costruzioni Ferroviarie:

**Sources:**

|  |                   |
|--|-------------------|
| UMTA Section 3 Grant Funds                                       | \$22,519,998      |
| UMTA Section 9 Grant Funds                                       | 890,400           |
| State Guideway Grant   | 10,203,112        |
| State Urban Rail   | 5,000,000         |
| Bridge Tolls, AB664  | 992,750           |
| Bridge Tolls, Measure 1  | 3,792,854         |
| Transit Impact Development Fee (previous allocation)             | 1,150,000         |
| S.F. Municipal Railway Improvement Corp.                         | 37,600            |
| Transportation Authority Sales Tax Revenues                      | <u>18,900,000</u> |
| Subtotal - Other funding commitments                             | \$63,486,714      |
| <b>Safe Harbor Lease Revenues (This proposed ordinance)</b>      | <b>8,000,000</b>  |
| <b>Transit Impact Development Fees (This proposed ordinance)</b> | <b>12,284,076</b> |
| Total  | \$83,770,790      |

Uses:

|  |                  |
|--|------------------|
| Specification and Bid Process                            | \$1,113,000      |
| Purchasing Contract Consultant (Booz-Allen and Hamilton) | 370,095          |
| MUNI Purchasing support                                  | 200,000          |
| <b>Contract Costs:</b>                                   |                  |
| Tooling  | 3,664,474        |
| 35 LRVs  | 72,765,000       |
| Spare Parts  | 3,350,893        |
| Training   | 348,283          |
| Manuals  | 852,243          |
| Test Equipment   | <u>1,106,802</u> |
| Total  | \$83,770,790     |

**Comments:**

1. The PUC reports that MUNI has received a Letter of No Prejudice from UMTA, which will allow MUNI to substitute future Federal funding for the local matching funds allocated to the LRV fleet expansion. Such a Letter of No Prejudice would allow MUNI to reallocate local funding, such as transportation sales tax revenues, to its other transportation projects.
2. According to Mr. Robert Highfill of MUNI, the amount of \$1,113,000 has been spent on MUNI engineering staff time as well as consultant time devoted to the development of the bid specifications and evaluation of the bids. These costs were funded through various grant funds from prior years. In addition, another \$200,000 has been allocated for MUNI purchasing support which would pay for in-house testing and inspections of the LRV prototypes produced by Breda Costruzioni Ferroviarie.
3. A total of \$370,095 has been budgeted for consultant support in the first year of production. MUNI presently contracts with the consulting firm of Booz-Allen and Hamilton (not an MBE/WBE/LBE). According to Mr. Highfill, MUNI had previously selected Booz-Allen and Hamilton through a competitive bid process to assist MUNI in developing the bid specifications for the LRVs. MUNI is in the process of modifying the existing contract with Booz-Allen and Hamilton to provide consultant support to the production of the LRVs. The consulting firm would be responsible for overseeing the design and production of the LRVs according to the bid specifications, including working with the various subcontractors to ensure that all LRV components are produced according to the bid specifications.

4. As noted above, the total cost per LRV, including staff and consultant support, is approximately \$2.4 million. In comparison, MUNI bought its first LRVs in 1972 from the Boeing Company for approximately \$300,000 per LRV. The latest price per LRV paid by MUNI was in 1983 in the amount of \$600,000. Mr. Highfill reports that the price per new LRV is higher because of the decrease in the value of money over time, and the new LRVs include specially designed features to improve reliability, handicapped accessibility and public comfort. Mr. Highfill further advises that, in comparison to the MUNI's proposed total cost of approximately \$2.4 million per new LRV, the City of Los Angeles recently received a low bid of \$3 million per LRV, and the City of Denver received an engineering estimate of \$2 million per LRV for its planned light rail system. Mr. Highfill also advises that the City of Los Angeles is considering re-bidding its LRV contract.

5. Ms. Gail Bloom of the PUC's Finance Bureau also reports that, in comparison to \$2.4 million LRVs, articulated diesel buses cost approximately \$450,000 each, while articulated trolley buses cost \$612,000 each. However, Ms. Bloom points out that the passenger capacity of articulated buses is less than 40 percent of the capacity of the new LRVs, and if MUNI were to switch to articulated buses, MUNI would also need to invest in new bus yards to store the additional articulated buses. According to Ms. Bloom, a new bus yard would cost approximately \$30 million. Ms. Bloom further advises that the proposed purchase of LRVs is intended to expand the LRV fleet to enable MUNI to provide adequate service on the J-Church extension, and when completed, the MUNI Metro turnback and extension.

6. According to the specifications, the new LRVs are projected to have greater passenger capacity, and will be more reliable, more comfortable, and more accessible to the public. The following table summarizes key features of the new and old LRVs:

|                        | <b>Existing Boeing LRVs</b>  | <b>New Breda LRVs</b>  |
|------------------------|--|--|
| Passenger Capacity     | 68 seated; 102 standing (old model)<br>52 seated; 118 standing (new model)   | 62 seated; 164 standing<br>Space for two wheel chairs  |
| Size                   | 71' length, 8' 10" width, 11' 6" height<br>28" aisle width                   | 75' length, 9' width, 11' 6" height<br>32" aisle width   |
| Weight                 | 67,000 lbs   | 76,000 lbs   |
| Propulsion             | Mono-motor truck design<br>Maximum speed of 50 MPH                           | Bi-motor truck design<br>Maximum speed of 50 MPH   |
| Accessibility features | Two doors per side, accessible in subway; end doors not accessible in subway | Wheelchair lifts; adjustable high/low steps; three to four 3 foot wide doors; all accessible in subway |
| Comfort features       | Ventilation blowers  | Air conditioning system  |
| Cost per LRV           | \$600,000 (1983 dollars)   | \$2,393,451  |

7. Mr. Highfill advises that the new LRVs will be equipped with a bi-motor truck. Such a design would allow the LRVs to continue operating in the event that one of the motors failed.

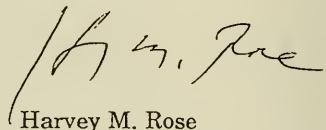
8. The new LRVs will also be capable of operating under MUNI's new Automatic Train Control System (ATCS). MUNI expects the new LRVs and ATCS to reduce minimum headway between trains from the current 3 minutes to approximately 90 seconds.

9. Mr. Highfill reports that the existing Boeing LRVs can operate approximately 2,000 miles between road (maintenance) calls. In comparison, MUNI expects the new LRVs to operate approximately 15,000 miles between maintenance calls. Mr. Highfill further advises that the Boeing LRVs presently require two mechanics to maintain each LRV, whereas MUNI expects the new LRVs to require only one mechanic per LRV. However, as of the writing of this report, it is uncertain as to what budgetary reductions would be implemented, if any.

10. For UMTA funded projects, MUNI must adhere to UMTA established regulations on Disadvantaged Business Enterprises. (DBE). UMTA defines a DBE as a business that is at least 51 percent owned and controlled by members of socially and economically disadvantaged groups. Socially and economically disadvantaged groups are defined as Black or African Americans, Hispanic or Latino Americans, Asian and Pacific Islander Americans, Women, and Disabled. UMTA has established a DBE goal of 10.1 percent, or \$1,643,653, of the total MUNI LRV contract monies allocated by Breda Costruzioni Ferroviarie to businesses located in the United States. UMTA has certified an actual DBE participation of 15.14 percent for the MUNI LRV contract.

11. MUNI has advised that Breda is interested in opening an assembly plant in San Francisco to provide for final assembly of the LRVs. Breda and its parts suppliers would ship the various LRV components to San Francisco, where the LRVs would be assembled and tested. However, no finalized agreements have been resolved to establish a San Francisco plant.

**Recommendation:** Approve the proposed legislation.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

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DOCUMENTS DEPT.

~~CALENDAR~~  
MEETING OF  
~~FINANCE COMMITTEE~~  
~~BOARD OF SUPERVISORS~~  
CITY AND COUNTY OF SAN FRANCISCO

NOV 1 2 1991

SAN FRANCISCO  
PUBLIC LIBRARY

WEDNESDAY, NOVEMBER 13, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: ~~SUPERVISORS~~ GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 38-91-18. [Acceptance of Gift] Acceptance of a gift (retired Boeing 727-100 Aircraft valued at \$250,000) from United Airlines and the San Francisco Community College District for joint use by College and San Francisco International Airport. (Airports Commission)  
(Consideration continued from 10/30/91)
  - b. File 61-91-4. [Contract Award Extension] Resolution granting extension of time for awarding Hetch Hetchy Water and Power Contract No. HH-828R, Moccasin Penstock Saddle Replacement. (Public Utilities Commission)
  - c. File 68-90-20.1. [Grant - Federal Funds] Resolution requesting an extension from the California Department of Commerce of the completion date for work under a \$50,000 grant to the City and County of San Francisco for marketing in neighborhood commercial corridors. (Supervisor Hallinan)
  - d. File 138-91-3.1. [Grant - State Funds] Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend additional funds in the amount of \$21,030 previously approved by Resolution No. 556-91 (File No. 138-91-3) made available through the Office of the Attorney General for the operation of a project entitled "Child Victim Witness Investigative Pilot Project", for the twelve month period July 1, 1991 through June 30, 1992; companion measure to File 138-91-3. (Mayor)
  - e. File 143-91-4. [Grant Application, Acceptance, and Request to Expend] Resolution authorizing the Police Department to apply for, accept and expend a grant from the California Office of Traffic Safety for "Public Awareness, Education, and Enforcement"; providing ratification of actions previously taken. (Police Commission)

- f. File 146-91-57.1. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Homeless Programs, to accept and expend a grant of \$550,000 which includes indirect costs in an amount of \$11,000, based on 2 percent of the total award, from the Department of Transportation through the Metropolitan Transit Commission, for outreach services to homeless persons in transit facilities. (Department of Public Health)
- g. File 146-91-79. [Grant – State Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuing grant allocation of \$1,450,000, which includes no indirect costs, from the California State Department of Health Services for the continuation of the AIDS Drug Program for the residents of San Francisco. (Department of Public Health)
- h. File 146-91-81. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Special Programs for Youth, as a sub-grantee, in collaboration with Northern California Pediatric AIDS Treatment Center as prime grantee, to accept and expend an allocation of \$221,437, which includes indirect costs in the amount of \$10,545 based on five percent of the total award, from the National Institute of Health National, Institute of Allergy and Infectious Disease, for establishing clinical trial subunits and health services for youth and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provisions of these services. (Department of Public Health)
- i. File 156-91-4. [Federal Funding] Resolution approving revisions to the refugee County Plan previously approved by this Board and of dollar allocations reflected in it. (Private Industry Council)
- j. File 161-91-4.1. [Redevelopment Agency Budget and Bonds] Resolution approving and authorizing an amendment to the Indebtedness Limitation Agreement between the Redevelopment Agency and the City and County of San Francisco for Fiscal Year 1991-92; companion to File 161-91-4. (Redevelopment Agency)

ACTION:

#### REGULAR CALENDAR

- 2. File 123-91-2. [Temporary Street Space Deposit Requirement] Resolution urging the Mayor to urge the Chief Administrative Officer to direct the Department of Public Works to accept a Security Bond in lieu of a cash deposit as provided for in Article 15, Section 724.3 of the Public Works Code. (Supervisor Gonzalez)

ACTION:

3. File 127-91-13. [Business/Payroll Expense Tax Exemptions] Ordinance amending Article 12-A of Part III of San Francisco Municipal Code (Payroll Expense Tax Ordinance) by amending Section 906 thereof to exempt from tax any tenant of the Port of San Francisco whose principal business is ship repair and whose workforce consists of at least thirty percent of San Francisco residents, and to also exempt any subcontractor of any such exempt ship repair business which derives at least seventy percent of its revenues from the ship repair industry; and amending Article 12-B of Part III of the San Francisco Municipal Code (Business Tax Ordinance) by adding Section 1005.5 thereto to exempt from tax any tenant of the Port of San Francisco whose principal business is ship repair and whose workforce consists of at least thirty percent of San Francisco's residents, and to also exempt any subcontractor of any such exempt ship repair business which derives at least seventy percent of its revenues from the ship repair industry; operative date. (Supervisor Gonzalez)

(Consideration continued from 10/30/91)

(Chair may entertain a motion to continue this item)

ACTION:

4. File 97-91-55. [Agriculture] Ordinance amending Administrative Code by amending Section 9A.7 thereof, changing the fees charged for the sale of agricultural products at the Farmers' Market. (Department of Agriculture and Weights and Measures)

ACTION:

5. File 51-91-1.1. Claim of Carlos Acosta (\$853.00) for reimbursement for personal property stolen in the line of duty. (Department of Parking and Traffic)

(Consideration continued from 9/11/91)

ACTION:

6. File 51-91-2.2. Claims of Steven Galileo (\$10,409.60) and Tom Nabonne (\$606.30) for reimbursement for personal property stolen in the line of duty. (Municipal Railway)

(Consideration continued from 9/11/91)

ACTION:

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

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Public Library, Documents Dept.  
ATTN: Gerry Roth  
OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

November 8, 1991  
DOCUMENTS DEPT.

NOV 12 1991

TO: ~~Finance Committee~~

SAN FRANCISCO  
PUBLIC LIBRARY

FROM: ~~Budget Analyst - Recommendations~~

SUBJECT: November 13, 1991 Finance Committee Meeting

Item 1a - File 38-91-18

Note: This item was continued by the Finance Committee at its meeting of October 30, 1991.

**Department:** Airports Commission

**Item:** Resolution authorizing the acceptance of a gift (retired Boeing 727-100 aircraft) from United Airlines and the San Francisco Community College District (SFCCD) for joint use by the College and the San Francisco International Airport.

**Amount:** Valued at \$250,000

**Description:** The Airport reports that United Airlines has offered to donate a retired Boeing 727-100 aircraft to the San Francisco Community College District. The District would in turn donate the aircraft to the City. The aircraft is being made available for the joint use of San Francisco International Airport's Fire Department and Operations Division for crash/fire/rescue and operational training and the SFCCD's Department of Aeronautics for aircraft maintenance training. The aircraft is valued at approximately \$250,000.

**Comments:** 1. Mr. Don Garibaldi of the City Attorney's Office reports that the aircraft cannot be flown and would remain in a stationary position when being used for training purposes by the Airport's Fire Department and the SFCCD's Department of Aeronautics. The SFCCD is donating the aircraft to the City in order that the aircraft can be housed on Airport property. According to Mr. Garibaldi, the aircraft would be

located on Airport property in a fenced-in paved area adjacent to San Francisco City College. Mr. Garibaldi adds that any maintenance or upkeep required to keep the aircraft in good condition for training purposes would be provided by United Airlines and SFCCD, at no cost to the City.

2. Ms. Gretchen Nicholson of the City Attorney's Office advises that the Director of Airports will issue a permit to SFCCD upon the City's acceptance of this aircraft, which will require that SFCCD indemnify and hold the City harmless against any liability arising out of the SFCCD's use of the aircraft. Additionally, the permit requires SFCCD to purchase and maintain insurance concerning any such losses and to name the City as an additional insured under the policy. The City's use of the aircraft is also insured under the City's comprehensive liability insurance policy for the San Francisco International Airport. Ms. Nicholson reports that she has been advised by SFCCD's General Counsel, Mr. Ronald Lee, that SFCCD has agreed to the terms of this permit and will execute said permit upon the City's acceptance of the aircraft. A copy of this permit is contained in the file with the Clerk of the Board.

3. Personnel of the City's Fire Department, which are stationed at the Airport would use the aircraft to conduct staff orientation on the layout (ie, seating, exit doors, etc.) of the aircraft. The proposed aircraft would increase the number of aircraft used for practice drills and orientation from two to three. The SFCCD would use the aircraft for aviation mechanics training purposes.

**Recommendation:** Approve the proposed resolution.

Item 1b - File 61-91-4

**Department:** Public Utilities Commission (PUC)

**Item:** Resolution granting an extension of time for awarding Hetch Hatchy Water and Power Contract No. HH-828R, for the Moccasin Penstock Saddle Replacement.

**Description:** The proposed resolution would extend the period of time for the PUC to award a Hetch Hatchy contract for replacement of concrete pilings under the Moccasin Penstock pipeline. Section 6.1 of the Administrative Code stipulates that award of contracts over \$50,000 must be made within 30 days after the receipt of bids unless the time for the award is extended by resolution of the Board of Supervisors. Section 6.1 also provides for an additional 30-day period (for a total extension of 60 days) in order to implement or improve a qualifying affirmative action nondiscrimination program, as required by Section 12B of the Administrative Code. Since bids for contract No. HH-828R were received on August 20, 1991, the total 60-day award period extended to October 19, 1991.

The PUC reports that the Department received qualified bids from the following seven companies:

| <u>Company</u>   | <u>Bid Amount</u> | <u>MBE/WBE Status</u> |
|--|-------------------|-----------------------|
| Soil Engineering Construction Company                                  | \$2,627,000       | None                  |
| Environ-Con  | 2,654,900         | None                  |
| Nationwide Construction Co./Shimmick Construction Co., a Joint Venture | 2,757,350         | WBE*                  |
| Ranger Pipelines, Inc.   | 3,137,425         | None                  |
| Valley Engineers, Inc.   | 3,596,275         | None                  |
| Gentz Construction Company   | 3,783,218         | None                  |
| Claude C. Wood Company   | 3,881,550         | None                  |

\*Nationwide Construction Co. is a certified WBE.

According to Mr. Fonda Davidis of the PUC Utilities Engineering Bureau, the additional time is required for the determination of the lowest responsive bidder, due to the review of a bid protest received from Soil Engineering Construction Company. This bid protest disputes Nationwide Construction Company's entitlement to a 10 percent contract preference as a WBE firm and questions the validity of the Company's bid bond and schedule of bid prices. A 10 percent contract preference would reduce Nationwide Construction Company's bid amount by 10 percent or \$275,735, from

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

\$2,757,350 to \$2,481,615, thereby making Nationwide Construction Company the lowest bidder.

**Comment:** Mr. Davidis reports that the City Attorney's Office is in the process of making a determination regarding the validity of the bid protest submitted by Soil Engineering Construction Company. It is anticipated that the City Attorney will render an opinion in this regard by November 15, 1991. Mr. Davidis advises that, subject to the City Attorney's opinion in this matter, the PUC anticipates being able to award the subject contract by January of 1992. Thus, since bids were received on August 20, 1991, and the PUC does not anticipate awarding this contract until January of 1992, the actual period of time that will elapse since the receipt of the bids is a minimum of 134 days (January 1) to a maximum of 164 days (January 31).

**Recommendation:** Approve the proposed resolution.

Item 1c - File 68-90-20.1

**Department:** Mayor's Office of Business and Economic Development (MOBED)

**Item:** Resolution requesting an extension from the California Department of Commerce of the completion date for work under a \$50,000 grant to the City for marketing in Neighborhood Commercial Corridors.

**Description:** The Board of Supervisors previously approved legislation (File 68-90-20) authorizing the MOBED to expend a \$50,000 grant from the Federal Economic Development Administration (FEDA) through the California Department of Commerce. The FEDA provides up to \$50,000 to communities to help finance programs leading to retention of jobs threatened by sudden and severe economic dislocation. The City became eligible for these funds following the October 17, 1989 earthquake.

The MOBED's proposal for these grant funds was to allow neighborhood groups (e.g. Fisherman's Wharf merchants, South of Market Business Association, etc.) to develop their own proposals for increasing economic activity in their area, and then apply to MOBED for funds. To implement this proposal, MOBED conducted an informal Request for Proposal (RFP) process by sending notification to all of the City's neighborhood merchant groups (approximately 70). In response to the RFP, the MOBED received proposals from seven neighborhood merchant groups. After reviewing and evaluating these proposals, MOBED awarded \$45,500 in total to the following seven merchant groups:

|                                    | <u>Amount</u> |
|------------------------------------|---------------|
| 1. Chinese Chamber of Commerce     | \$7,000       |
| 2. Clement Street Merchant Assoc.  | 7,000         |
| 3. Inner Sunset Merchant Assoc.    | 3,500         |
| 4. Marina Merchants Assoc.         | 7,000         |
| 5. Mission Merchants Assoc.        | 7,000         |
| 6. North Beach Chamber of Commerce | 7,000         |
| 7. Union Street Merchants          | <u>7,000</u>  |
| Total                              | \$45,500      |

Memo to Finance Committee  
November 13, 1991

The MOBED now reports that two of the seven merchant groups, the Chinese Chamber of Commerce and the Clement Street Merchant Assoc., require an extension of the grant period from June 1, 1991 to December 31, 1991, in order to complete their program objectives. The MOBED advises that the California Department of Commerce is prepared to grant the proposed extension. However, before such an extension can be granted, the Department requires Board of Supervisors approval of the proposed resolution.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 1d - File 138-91-3.1

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney to apply for, accept and expend additional funds from a continuation State grant.

**Grant Amount:** \$21,030

**Source of Grant:** Office of the State Attorney General

**Term of Grant:** July 1, 1991 through June 30, 1992

**Project:** Child Victim Witness Investigative Pilot Project

**Description:** The Board of Supervisors previously authorized the District Attorney's Office to accept and expend grant funds (File 138-91-3) in the amount of \$112,970 for the Child Victim Witness Investigative Pilot Project. The proposed augmentation of \$21,030 would be used to augment the existing project, for a project total of \$134,000.

The Child Victim Witness Investigative Pilot Project is a demonstration project chosen by the State Attorney General's Office to develop, deliver, and evaluate a comprehensive, multi-disciplinary approach to the investigation of child sexual abuse. The goals of the Child Victim Witness Investigative Pilot Project are to reduce trauma to the child and to improve the truth finding process by reducing the number of interviews and interviewers, developing trained experts in interviewing children, and videotaping interviews of child sexual abuse victims.

| <b>Project Budget:</b>             |      | <u>Original Budget</u> | <u>Augmentation Budget</u> | <u>Total Budget</u> |
|------------------------------------|------|------------------------|----------------------------|---------------------|
| Personnel                          | FTEs |                        |                            |                     |
| Project Coordinator                | 1.00 | \$48,906               |                            | \$48,906            |
| Forensic Advisor                   | 0.07 | 6,982                  |                            | 6,982               |
| Administrative Asst.               | 1.00 | 25,844                 |                            | 25,844              |
| Accountant                         | 0.05 | 1,786                  |                            | 1,786               |
| Grants Manager                     | 0.10 | 6,029                  |                            | 6,029               |
| Intern<br>(73 hrs. at @ \$15/hour) |      | 1,100                  | \$(1,100)                  | 0                   |
| Fringe Benefits                    |      | 9,281                  |                            | 9,281               |
| Total Personnel                    | 2.22 | \$99,928               | \$(1,100)                  | \$98,828            |

|  | <u>Original Budget</u> | <u>Augmentation Budget</u> | <u>Total Budget</u> |
|--|------------------------|----------------------------|---------------------|
| <b><u>Equipment</u></b>                    |                        |                            |                     |
| Portable Easels (2)                        | \$260                  |                            | \$260               |
| Easel Pads                                 | 200                    |                            | 200                 |
| Software                                   | 400                    |                            | 400                 |
| Lateral File Cabinet                       |                        | \$950                      | <u>950</u>          |
| Total Equipment                            | <u>\$860</u>           | <u>\$950</u>               | <u>\$1,810</u>      |
| <b><u>Training/Travel</u></b>              |                        |                            |                     |
| Computer Information System (CIS) Training | 1,710                  | 10,000                     | 11,710              |
| Staff Development                          | 200                    |                            | 200                 |
| CIS Training for Staff Turnover            |                        | 1,515                      | 1,515               |
| Travel for Project Staff                   | 160                    |                            | 160                 |
| Out-of-County Travel                       | <u>320</u>             | <u>1,202</u>               | <u>1,522</u>        |
| Total Training/Travel                      | <u>\$2,390</u>         | <u>\$12,717</u>            | <u>\$15,107</u>     |
| <b><u>Operating Expenses</u></b>           |                        |                            |                     |
| Photocopy                                  | 674                    |                            | 674                 |
| Office Supplies                            | 671                    |                            | 671                 |
| Postage                                    | 208                    |                            | 208                 |
| Machine Rental                             | 197                    |                            | 197                 |
| Telephone                                  | 1,263                  |                            | 1,263               |
| Audit (1% of Total Grant)                  | <u>1,130</u>           | <u>210</u>                 | <u>1,340</u>        |
| Total Operating Expenses                   | <u>\$4,143</u>         | <u>\$210</u>               | <u>\$4,353</u>      |
| <b><u>Consultant Services</u></b>          |                        |                            |                     |
| <u>Site Renovations</u>                    | <u>—</u>               | <u>1,870</u>               | <u>1,870</u>        |
| <b><u>Indirect Costs</u></b>               | <b><u>5,649</u></b>    | <b><u>1,051</u></b>        | <b><u>6,700</u></b> |
| Total                                      | \$112,970              | \$21,030                   | \$134,000           |

**Local Match:** None

**Indirect Costs:** \$1,051 or five percent of the additional grant

**Comments:** 1. As noted above, the District Attorney's Office deleted the \$1,100 for an intern which was budgeted as part of the original grant award from the proposed augmentation grant award. Ms. Donna Medley of the District Attorney's Office reports that because the State Attorney General changed the requirement to conduct research and psychological examinations on witnesses, the District Attorney's Office deleted the \$1,100 in funds for data collection services which would have been provided by the intern. Ms. Medley indicates that through negotiations with the State Attorney General's Office, the State strongly suggested that the \$1,100 in funds instead be used on

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

staff training to be provided by Consultant Services (See Comment #3).

2. The \$10,000 budgeted for CIS Training would be used for a second year of training for 12 staff for a 3-day training seminar. The \$1,515 budgeted for CIS training for Staff Turnover would be used for 40 hours of training for new staff at California State University at Los Angeles. The \$1,202 budgeted for out-of-county travel would be used for four trips to southern California for the Project Director's training and meetings.

3. The \$1,870 budgeted for consultant services would be used for a consultant team from San Diego Children's Hospital to provide a customized on-site training seminar in San Francisco, including evaluation of videotaped interviews of witnesses. Because the District Attorney's Office deleted the \$1,100 previously budgeted for an intern under the original grant, these consultant services would instead be provided with these funds. An additional \$770 would come from the proposed additional grant award for a total of \$1,870 for these consultant services.

4. The \$5,332 budgeted for site renovations would be used for the renovation of the Child Victim Witness project area, the waiting area, conference room, kitchen, offices, and interview and observation room located in the Child and Adolescent Service Abuse Resource Center (CASARC) at San Francisco General Hospital. Ms. Medley reports that the site renovations would be completed through a work order with the Department of Public Works for remodeling and painting services not to exceed \$3,106. The remaining \$2,226 of the \$5,332 budgeted for site renovations would be used for the purchase of children's furniture, toys, games, interview materials, materials for use by volunteers with children, paint, wallpaper, borders, and wall pictures.

5. As indicated above, additional indirect costs in the amount of \$1,051 would be included in the proposed augmentation. Therefore, the title of the proposed resolution should be amended to indicate that indirect costs in the amount of \$1,051 would be included in the proposed augmentation grant award. In addition, lines 14 through 16 of the body of the proposed resolution should be amended to indicate that indirect costs in the amount of \$1,051 for a total of \$6,700 would be included in the proposed grant award, rather than \$1,052 for a total of \$6,701, as indicated on the proposed resolution.

6. Ms. Medley indicates that the State Attorney General's Office required that the District Attorney's Office submit an augmentation budget with a corresponding work plan in September, 1991. Therefore, the District Attorney's Office is requesting authorization to apply for the proposed augmentation grant award. In addition, the proposed resolution should be amended to authorize the District Attorney's Office to apply for the proposed grant retroactively.

7. As noted above, the proposed grant period began on July 1, 1991. However, Ms. Medley reports that the District Attorney's Office has not yet received any of the augmentation funds, nor have they incurred any costs against the proposed augmentation grant award. Ms. Medley reports that the District Attorney's Office anticipates billing the State for the augmentation funds pending authorization from the Board of Supervisors. Therefore, the proposed augmentation does not have to be amended to authorize the District Attorney's Office to accept and expend the proposed grant augmentation award retroactively.

8. The District Attorney's Office completed a Disability Access Checklist which is in the file.

9. Attached is the "Summary of Grant Request" as completed by the District Attorney's Office.

10. The District Attorney's Office received grant funds in the amount of \$141,460 for FY 1990-91, which is \$7,460 or approximately 5.6 percent more than the total proposed grant award of \$134,000.

**Recommendations:** 1. Amend the title of the proposed resolution to indicate that indirect costs in the amount of \$1,051 will be included in the proposed augmentation grant award.

2. Amend the body of the proposed resolution to indicate that indirect costs in the amount of \$1,051 for a grant total of \$6,700 would be included in the proposed grant augmentation award, rather than \$1,052 for a grant total of \$6,701 as indicated in the body of the proposed resolution.

3. Amend the proposed resolution to indicate that the District Attorney's Office is requesting authorization to apply for the proposed grant funds retroactively.

4. Approve the proposed resolution as amended.

Grantor Attorney General's Office  
Contact Person Beth Juld  
Address 1515 "K" Street, Suite 100  
Sacramento, CA 95814  
Amount Requested \$134,000  
Term: From 7/1/91 To 6/30/92

Office District Attorney's Office  
Section Victim Witness Bureau  
Contact Person Donna Medley  
Telephone 553-9046  
Application Deadline 6/30/91  
Notification Expected 7/30/91

Board of Supervisors: Finance Committee

Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$134,000 from the period of 7/1/91 to 6/30/92 to provide Child Victim Witness Investigative services

II. Summary: (Concise Summary, brief statement of purpose and procedure)  
San Francisco is one of three demonstration pilot projects chosen by the Attorney General's Office to develop, deliver, and evaluate a comprehensive, multi-disciplinary approach to the investigation of child sexual abuse. The goals are to reduce trauma to the child, improve the truth-finding process, and protect the rights of all involved.

III. Outcomes/Objectives:

1) Reduce the number of interviews/interviewers for the child; 2) Develop trained experts in interviewing children; 3) Conduct multidisciplinary team case planning and monitoring; 4) Videotape interviews of child sexual abuse victims; and 5) Participate in research and evaluation of Project activities.

Reduction or termination of the funds would not permit San Francisco to provide Child Interview Specialists to conduct comprehensive interviews, videotape child witnesses or coordinate a multidisciplinary review of child abuse cases in family, juvenile and/or criminal court.

|                  | Col. A<br>Two Years Ago | Col. B<br>Past Year/Ong. | Col. C<br>Proposed | Col. D<br>Change | Col. E<br>Match | Approved<br>by |
|------------------|-------------------------|--------------------------|--------------------|------------------|-----------------|----------------|
| Grant Amount     | NA                      | \$141,460                | \$134,000          | \$ 7,460         | 0               | 1-             |
| Personnel        |                         | \$ 63,763                | \$100,698          | \$ 36,935        | 0               |                |
| Equipment        |                         | \$ 13,961                | \$ 1,810           | \$ 12,151        | 0               |                |
| Contract Svc.    |                         | \$ 18,720                | \$ 0               | \$ 18,720        | 0               |                |
| Mac & Supp.      |                         | \$ 265                   | \$ 671             | -\$ 406          | 0               |                |
| Facilities/Space |                         | \$ 13,300                | \$ 5,332           | \$ 7,968         | 0               |                |
| Other            |                         | \$ 24,378                | \$ 18,789          | \$ 5,589         | 0               |                |
| Indirect Costs   |                         | \$ 7,073                 | \$ 6,700           | \$ 373           |                 |                |

IV. Disb. Processing

( ) NA NA NA \_\_\_\_\_

VII. Personnel

|             |   |   |       |       |       |
|-------------|---|---|-------|-------|-------|
| F/T CSC     | 2 | 2 | _____ | _____ | _____ |
| P/T CSC     | 3 | 4 | _____ | _____ | _____ |
| Contractual | 2 | 0 | _____ | _____ | _____ |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
OCJP, General Fund, State Board of Control

Will grant funded employees be retained after this grant terminates? If so, how?  
Employees will be retained if other grant funds are available and applicable to their job classification.

VIII. Contractual Services: Open Bid NA Sole Source \_\_\_\_\_



Item 1e - File 143-91-4

**Department:** Police Department, Traffic Enforcement

**Item:** Resolution authorizing the Police Department to apply for, accept and expend a new State grant and providing ratification of actions previously taken.

**Amount:** \$335,000 November 1, 1991 through December 31, 1992  
125,000 January 1, 1993 through December 31, 1993  
\$460,000 Total

**Source of Funds:** California Office of Traffic Safety

**Grant Period:** November 1, 1991 through December 31, 1993

**Project:** Public Awareness, Education and Enforcement

**Description:** The proposed grant funds would be used to fund traffic safety enforcement and increase traffic hazardous citations and seatbelt citations. The result expected from the proposed grant is to reduce the number of injury related traffic collisions through selectively increasing enforcement, as well as reducing the severity of the injuries which are sustained in traffic collisions through the education and enforcement of seatbelt laws. The following are the objectives for the proposed program:

- To increase total hazardous citations by 80 percent from the 1989-90 base year average of 55,124 citations to 99,000 hazardous citations at the end of the first year of the proposed grant, and to further increase total hazardous citations to 105,000 by the end of the second year of the proposed grant;
- To increase driving under the influence (DUI) arrests by 32 percent from the 1990 base year average of 3,132 arrests to 4,134 at the end of the first year and to 4,547 DUI arrests at the end of the second year;
- To conduct a minimum of 20 highly publicized sobriety checkpoints;
- To conduct a four-phase Speed Control Program, of speed assessment;
- To increase the number of seatbelt citations issued, including conducting at least three seatbelt and child restraint checkpoints;

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**BUDGET ANALYST**

- To conduct at least three traffic safety presentations each quarter to student groups, civic and community groups.

|                        |   |           |
|------------------------|---|-----------|
| <b>Project Budget:</b> | <b>Personnel</b>  | \$246,505 |
|                        | Approximately 7,803 overtime hours<br>for Police Officers at an average hourly rate<br>of approximately \$31.59 |           |
|                        | <b>Travel</b>   | 6,000     |
|                        | <b>Equipment</b>  |           |
|                        | Four radar trailers   | 44,000    |
|                        | 20 Preliminary Sobriety Devices   | 12,000    |
|                        | Computer and Printer  | 2,500     |
|                        | Total Equipment   | \$ 58,500 |
|                        | <b>Operating Expenses</b>   |           |
|                        | Telephone   | 2,750     |
|                        | Postage   | 500       |
|                        | Supplies  | 1,250     |
|                        | Education and Training Items  | 22,000    |
|                        | Printing  | 3,500     |
|                        | Total Operating Expenses  | \$ 30,000 |
|                        | Total Project Budget  | \$341,005 |

**Indirect Costs:** None. The grantor does not allow indirect costs.

**Local Match:** \$125,000 local match in the second year of the proposed grant  
(See Comment #5 below).

**Comments:** 1. As noted above, the total project budget would be \$341,005 instead of a total of \$460,000 as indicated on the proposed resolution. A total of \$267,229 would be awarded for the first year, and \$73,776 would be awarded for the second year. Therefore, the proposed resolution should be amended to authorize the Police Department to apply for, accept and expend grant funds in the amount of \$341,005 rather than \$460,000 as indicated on the proposed resolution.

2. Officer Michael Lujan of the Police Department reports that the Police Department applied for the proposed grant in September, 1991, although the Police Department did not previously request authorization from the Board of Supervisors to apply for the proposed grant. However, since the proposed resolution would provide ratification of actions previously taken, the proposed resolution does not have to be amended to authorize the Police Department to apply for the proposed grant retroactively.

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3. As noted above, the proposed grant period began on November 1, 1992. However, Officer Lujan reports that the Police Department will not incur any costs against the grant until the Board of Supervisors authorizes the approval of the proposed resolution.
4. As noted above, no indirect costs would be included as part of the proposed grant funds because the grantor prohibits the use of grant funds for indirect costs. Therefore, both the title and body of the proposed resolution should be amended to indicate that the grantor prohibits the use of grant funds for indirect costs.
5. As noted above, the local match would be \$125,000 for the second year of the grant only. However, rather than providing this cash match, the Police Department proposes instead to provide an in-kind match of 2.00 FTE uniformed Q2 Police Officers for the entire FY 1992-93, FY 1993-94 and for six months of FY 1994-95 through December 31, 1994, one full year after the proposed grant period ends. As noted, the proposed grant period ends on December 31, 1993. However, the proposed resolution indicates that a local match of \$125,000 would be required in the second year of the proposed grant. Therefore, the proposed resolution should be amended to delete the \$125,000 local match for the second year of the grant, and instead indicate that a local match of two FTE Q2 Police Officers from July 1, 1992 through December 31, 1994 would be provided as the match. The Police Department would continue funding for one full year after the proposed grant period ends in order to show a commitment of continuing the traffic enforcement program which the proposed grant would initiate. In addition, the Chief of Police has made traffic enforcement and the reduction of motor vehicle accidents a major departmental goal this year.
6. The Police Department reports that the two Police Officers would conduct at least 400 traffic safety presentations to student groups, and conduct at least three traffic safety presentations. Officer Lujan reports that these two Police Officers whose current assignment is general patrol work in the Field Operations Bureau would be transferred to perform the educational component of the proposed traffic enforcement project. Sergeant Tom Strong of the Police Department reports that the two uniformed Q2 Police Officers are currently in the Department's FY 1991-92 budget, and would also be included in the Police Department's FY 1992-93 and FY 1993-94 and FY 1994-95 budgets. The annual salary for a Q2 Police Officer is approximately \$37,976 to \$43,979 annually. The total cost of this in-kind match through December 31, 1994, including fringe benefits, would be

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approximately \$296,492 to \$341,499. However, since patrol services in the Field Operations Bureau would decrease as a result of transferring two Q2 Police Officers to traffic enforcement, the Budget Analyst believes that approval of the proposed resolution should be a policy matter for the Board of Supervisors.

7. The Police Department reports that the \$246,505 budgeted for Personnel would be used for 18 officers per week to work overtime in the enforcement of traffic, and for the 20 sobriety checkpoints. The Police Department also reports that traffic enforcement would be accomplished by allowing the Officers from the Field Operations Bureau to participate on an overtime basis, rather than removing the Officers from their normal daily duties.

8. The \$6,000 budgeted for travel would be used for in-State travel to conferences required by the Office of Traffic Safety, and also be used for local mileage incurred for the educational component of the proposed project. As noted above, at least 400 traffic safety presentations would be provided.

9. The \$22,000 budgeted for education and training items would be used for films, videos, safety games, booklets and manuals for use in the traffic safety education programs.

10. The \$3,500 budgeted for printing would be used for printing brochures, posters and other printed materials for traffic safety education programs. Also, the Police Department is required to submit a final evaluation of the two-year traffic enforcement program to the State, and these printing costs would also be included.

11. The Police Department has completed a Disability Access Checklist which is in the file.

12. Attached is the Summary of Grant Request as completed by the Police Department.

**Recommendations:**

1. Amend the proposed resolution to authorize the Police Department to apply for, accept and expend grant funds in the amount of \$341,005, rather than \$460,000 as indicated on the proposed resolution.
2. Amend both the title and body of the proposed resolution to reflect that the grantor prohibits the use of grant funds for indirect costs.

3. Amend the proposed resolution to delete the local match of \$125,000 in the second year of the grant and replace it with the match of two FTE Q2 Police Officers from July 1, 1992 through December 31, 1994.
4. Since patrol services in the Field Operations Bureau would decrease as a result of transferring two Q2 Police Officers to traffic enforcement for the proposed in-kind match, the Budget Analyst believes that approval of the proposed resolution is a policy matter for the Board of Supervisors.

Grantor CA STATE OFFICE OF TRAFFIC SAFETY  
 Contact Person MR. CHRIS MURPHY  
 Address 7000 FRANKLIN DIVISION SUITE 330  
SACRAMENTO CA 95823  
 Amount Requested \$ 341,004.  
 Term: From 11-01-91 To 12-31-93

Division SAN FRANCISCO POLICE DEPT.  
 Section TRAFFIC DIVISION  
 Contact Person CAPT. DENNIS MARTEL  
 Telephone 415-553-9288  
 Application Deadline 04-15-91  
 Notification Expected 10-21-91

Health Commission \_\_\_\_\_ Board of Supervisors Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) (new) (continuation) (allocation) (augmentation to a) (Code appropriate) grant in the amount of \$341,004.96 from the period of 11-01-91 to 12-31-93 to provide TRAFFIC SAFETY services

II. Summary: (Concise, brief statement of purpose and services authorized)

THE GOAL OF THIS SENT MONEY IS TO INSTITUTIONALIZE TRAFFIC SAFETY AND AWARENESS WITHIN THE SFPD. THIS IS TO BE ACCOMPLISHED WITH THE USE OF GRANT MONIES TO FUND TRAFFIC ENFORCEMENT AND INCREASE TRAFFIC HAZARDOUS CITATIONS AS WELL AS SEPARATE CITATIONS. TO UTILIZE THE OTS BLUEPRINT AS A MODEL FOR THE NHSTA 4-HOUSE SENT CENTER PROGRAM, SCHOOL EDUCATION IN TRAFFIC SAFETY, DUE + SAFETYTAKE CHECKPOINTS TO REDUCE THE NUMBER + SEVERITY OF INJURIES IN VEHICULAR ACCIDENTS.

THE PRIMARY GOAL OF THIS PROJECT IS TO INSTITUTIONALIZE THE TRAFFIC SAFETY PROGRAMS ACTIVITIES THROUGHOUT THE SFPD SO THAT THESE ACTIVITIES CONTINUE AFTER THIS GRANT HAS EXPIRED.

IV. Effects of Reduction or Termination of These Funds:

SPECIAL GRANT PROJECTS TO BE CONDUCTED ON AN AD HOC BASIS DURING GRANT PERIOD. GRANT MONIES WILL NOT BE INTEGRATED INTO NORMAL ENFORCEMENT AND INVESTIGATION OPERATIONS. GRANT MONEY EXPENDED AS SENT MONEY TO INSTITUTIONALIZE TRAFFIC SAFETY.

V. Financial Information:

|                  | Col. A<br>Two Years Ago | Col. B<br>Past Year/Orig. | Col. C<br>Proposed | Col. D<br>Change | Req. Match | Approved by |
|------------------|-------------------------|---------------------------|--------------------|------------------|------------|-------------|
| Grant Amount     |                         |                           | <u>341,004.96</u>  |                  | <u>0</u>   |             |
| Personnel        |                         |                           | <u>246,504.96</u>  |                  | <u>0</u>   |             |
| Equipment        |                         |                           | <u>50,500.00</u>   |                  | <u>0</u>   |             |
| Contract Svc.    |                         |                           | <u>0</u>           |                  | <u>0</u>   |             |
| Mat. & Supp.     |                         |                           | <u>30,000.00</u>   |                  | <u>0</u>   |             |
| Facilities/Space |                         |                           | <u>6,000.00</u>    |                  | <u>0</u>   |             |
| Other            |                         |                           | <u>0</u>           |                  | <u>0</u>   |             |
| Indirect Costs   |                         |                           | <u>0</u>           |                  | <u>0</u>   |             |

VI. Data Processing:

(not included above) \_\_\_\_\_

VII. Personnel:

|             |       |       |       |       |
|-------------|-------|-------|-------|-------|
| F/T CSC     | _____ | _____ | _____ | _____ |
| P/T CSC     | _____ | _____ | _____ | _____ |
| Contractual | _____ | _____ | _____ | _____ |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

N/A

\*VIII. Contractual Services: Open Bid N/A Sole Source \_\_\_\_\_

Item 1f - File 146-91-57.1

**Department:** Department of Public Health (DPH),  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health to accept and expend a new Federal grant, which includes indirect costs in an amount of \$11,000, based on two percent of the total award.

**Amount:** \$550,000

**Source of Grant:** U.S. Department of Transportation through the Metropolitan Transportation Commission

**Grant Period:** October 1, 1991 to September 30, 1994 (three years)

**Project:** Outreach to Homeless Persons in Transit Facilities

**Project Description:** The Board of Supervisors previously approved legislation (File 146-91-57) authorizing the DPH to apply for the proposed grant funds. The proposed Federal grant would provide outreach services coordinated with health, mental health, substance abuse treatment, employment/training, housing, education, transportation, nutrition services and other necessary community support resources to homeless persons who take shelter in transit facilities such as the Transbay Terminal. The DPH would contract, on a sole source basis, with Travelers Aid of San Francisco, a non-profit agency, to provide the direct outreach services and counseling to program clients. Additionally, the DPH's Homeless Programs would head up a consortium of agencies and City departments each of which would contribute some in-kind services, such as personnel, in support of the Project. The consortium would include the DPH's Division of Mental Health, Substance Abuse and Forensic Services, the Department of Social Services, the Mayor's Office of Community Development, the Community Clinic Consortium and Caltrans, which operates the Transbay Terminal where the services would be provided. The Community Clinic Consortium is a non-profit organization composed of nine community-based clinics. The Consortium performs certain oversight activities, particularly in regard to submission of applications for Federal funds.

**No. of Persons to be Served:**

Approximately 1,600 client contacts (outreach and counseling) in the first year of the program. Estimates for the number of clients to be served in the second and third year, were not available at this time.

**Project Budget:**

|  | <u>Year One</u> | <u>Year Two</u> | <u>Year Three</u> | <u>Total</u> |
|--|-----------------|-----------------|-------------------|--------------|
|--|-----------------|-----------------|-------------------|--------------|

Personnel

|                                       |               |               |               |                 |
|---------------------------------------|---------------|---------------|---------------|-----------------|
| Program Director/ Counselor (partial) | \$5,834       | \$12,767      | \$14,447      | \$33,048        |
| Counselor (partial)                   | 17,500        | 23,133        | 24,498        | 65,131          |
| Outreach Workers (2)                  | 29,250        | 36,855        | 38,698        | 104,803         |
| Benefits @ 20%                        | <u>10,517</u> | <u>14,551</u> | <u>15,529</u> | <u>\$40,597</u> |
| Subtotal Personnel                    | \$63,101      | \$87,306      | \$93,172      | \$243,579       |

Operating Expenses

|                                   |            |              |              |              |
|-----------------------------------|------------|--------------|--------------|--------------|
| Evaluation Component              | \$27,500   | \$27,500     | \$27,500     | \$82,500     |
| Client Permanent                  |            |              |              |              |
| Housing Deposits                  | 3,604      | 4,541        | 4,761        | 12,906       |
| Client Emergency Food             | 7,750      | 9,765        | 10,253       | 27,768       |
| Food Service Equipment (purchase) | 5,000      | -            | -            | 5,000        |
| Client Emergency Transportation   | 4,083      | 5,145        | 5,402        | 14,630       |
| Other Client Emergency            |            |              |              |              |
| Supplies                          | 2,500      | 3,150        | 3,308        | 8,958        |
| Office Rent                       | 19,167     | 23,000       | 23,000       | 65,167       |
| Office Supplies                   | 833        | 1,000        | 1,000        | 2,833        |
| Telephone                         | 1,417      | 1,700        | 1,700        | 4,817        |
| Insurance                         | 2,667      | 3,200        | 3,200        | 9,067        |
| Security                          | 375        | 450          | 450          | 1,275        |
| Transportation/                   |            |              |              |              |
| Conference                        | 4,000      | 2,000        | 2,000        | 8,000        |
| Staff Training                    | 1,667      | 2,000        | 2,000        | 5,667        |
| Volunteer Costs                   | <u>833</u> | <u>1,000</u> | <u>1,000</u> | <u>2,833</u> |
| Subtotal Operating Expenses       | \$81,396   | \$84,451     | \$85,574     | \$251,421    |

Travelers Aid, S.F.

|                              |          |          |          |          |
|------------------------------|----------|----------|----------|----------|
| Administrative Overhead (8%) | \$12,960 | \$15,520 | \$15,520 | \$44,000 |
|------------------------------|----------|----------|----------|----------|

|                          |              |              |              |               |
|--------------------------|--------------|--------------|--------------|---------------|
| City Indirect Costs (2%) | <u>3,240</u> | <u>3,880</u> | <u>3,880</u> | <u>11,000</u> |
|--------------------------|--------------|--------------|--------------|---------------|

|       |           |           |           |           |
|-------|-----------|-----------|-----------|-----------|
| Total | \$160,697 | \$191,157 | \$198,146 | \$550,000 |
|-------|-----------|-----------|-----------|-----------|

**Required Match:**

None

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**BUDGET ANALYST**

Memo to Finance Committee  
November 13, 1991

**Indirect Costs:** \$11,000

**Comments:**

1. The DPH reports that administrative overhead/indirect costs were limited by the Federal grantor to 10 percent of the total grant award. Mr. Fred Milligan of the DPH reports that the Travelers Aid of San Francisco will have the major responsibility for the administration of the program as well as the provision of direct services. As such, the Travelers Aid of San Francisco was allocated eight percent of the 10 percent available for administrative overhead and the remaining two percent was allocated to the City. As reflected in the proposed resolution, the City's total indirect costs for the three years would be \$11,000 based on two percent of the total grant.
2. The DPH reports that, while the grant award has a start-up date of October 1, 1991, no expenditures have been incurred against the proposed grant funds.
3. Attached is a "Summary of Grant Request", as prepared by the DPH, for this proposed grant award.
4. The DPH has submitted a Disability Access Checklist, which is in the file.

**Recommendation:** Approve the proposed resolution.

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Grantor Department of Transportation through  
Metropolitan Transit Commission Division CPHS  
 Contact Person Henry A. Nejako, Jr. Section Homeless Programs  
 Address Urban Mass Transportation Administration Contact Person Fred Milligan  
211 Main St., Rm. 1160, SF CA 94103 Telephone 554-2673  
 Amount Requested \$ 550,000 Application Deadline 7/19/91  
 Term: From 10/1/91 To 9/30/94 Notification Expected 9/16/91  
 Health Commission Board of Supervisors: Finance Committee  
Full Board

I. Item Description: (Circle appropriate words)  
 Request to (apply for) (accept and expend) a (new) (transitional) (education) (supplementation to) grant in the amount of \$ 550,000 from the period of 10/1/91 to 9/30/94 to provide outreach services to homeless persons in transit facilities.

II. Summary: (Concise history; need addressed; number + groups served; services and providers) Demonstration Project to provide outreach services to homeless persons at Transbay Terminal is made by a coalition of local, state and regional public agencies, community health and social service organizations and a local foundation. Proposal will augment a small pilot project at the Transbay Terminal initiated by Travelers Aid San Francisco and the San Francisco Foundation. Grant will target homeless single adults who reside in terminal. DPH will contract with Travelers Aid to provide outreach and counseling and connection to other existing support syst

III. Outcomes/Objectives:  
 Demonstration project will evaluate impact of interventions relative to changes in the homeless population in the Transbay Terminal, outcomes of individual homeless persons, actual services provided, the nature of outreach provided, and transit facility use and costs.

IV. Effects of Reduction or Termination of These Funds:  
 Evaluation component will determine effectiveness, replicability and specific desirable program components.

V. Financial Information:

|  | <u>Col. A</u><br>Two Years Ago | <u>Col. B</u><br>Past Year/Orig. | <u>Col. C</u><br>Proposed | <u>Col. D</u><br>Change | <u>Req. Match</u> | <u>Approved</u> |
|--|--------------------------------|----------------------------------|---------------------------|-------------------------|-------------------|-----------------|
| Grant Amount   |                                |                                  | <u>550,000</u>            |                         |                   |                 |
| Personnel  |                                |                                  |                           |                         |                   |                 |
| Equipment  |                                |                                  |                           |                         |                   |                 |
| Contract Svc.  |                                |                                  | <u>539,000</u>            |                         |                   |                 |
| Mat. & Supp.   |                                |                                  |                           |                         |                   |                 |
| Facilities/Space                                     |                                |                                  |                           |                         |                   |                 |
| Other  |                                |                                  |                           |                         |                   |                 |
| Indirect Costs                                       |                                |                                  | <u>11,000</u>             |                         |                   |                 |
| <u>VI. Data Processing</u><br>(costs included above) |                                |                                  | <u>(2% of total)</u>      |                         |                   |                 |

|                       | <u>Col. A</u><br>Two Years Ago | <u>Col. B</u><br>Past Year/Orig. | <u>Col. C</u><br>Proposed | <u>Col. D</u><br>Change | <u>Req. Match</u> | <u>Approved</u> |
|-----------------------|--------------------------------|----------------------------------|---------------------------|-------------------------|-------------------|-----------------|
| <u>VII. Personnel</u> |                                |                                  | <u>-</u>                  |                         |                   |                 |
| F/T CSC               |                                |                                  | <u>-</u>                  |                         |                   |                 |
| P/T CSC               |                                |                                  | <u>-</u>                  |                         |                   |                 |
| Contractual           |                                |                                  | <u>3.0</u>                |                         |                   |                 |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N.A.

Will grant funded employees be retained after this grant terminates? If so, How?  
N.A.

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (Check one, each Request for Example Form)

Item 1g - File 146-91-79

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuing grant allocation, which includes no indirect costs.

**Grant Amount:** \$1,450,000

**Source of Grant:** California State Department of Health Services

**Grant Period:** July 1, 1991 - March 31, 1992 (nine months)

**Project:** AIDS Drug Program

**Project Description:** The proposed grant would provide funds to continue to provide azidothymidine (AZT) and aerosolized pentamidine to low-income persons who are ineligible to receive MediCal. Recipients must have a valid prescription from a licensed physician and must meet income eligibility criteria. The program would be administered by the AIDS Office and services would be provided by the Department of Pharmaceutical Services at San Francisco General Hospital.

**No. of Persons to be Served:** Approximately 944 prescriptions filled per month

**Grant Budget:** The entire grant amount is to be expended entirely on AZT and aerosolized pentamidine

**Local Match:** None

**Indirect Costs:** Not allowed by the funder

**Comments:**

1. According to Mr. Tim Piland of the DPH, the DPH is not required to apply for the proposed grant because funding for the AIDS Drug Program is provided automatically based on the City's morbidity and mortality rates.
2. Mr. Piland advises under the AIDS Drug Program, the DPH purchases AZT and aerosolized pentamidine up to the grant amount, and is reimbursed by the State at the end of the grant period. According to Mr. Piland, the DPH has been purchasing these drugs against the proposed grant since July 1, 1991, the start of the grant period, and will be reimbursed before March 31. Therefore, the proposed

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**BUDGET ANALYST**

resolution should be amended to authorize the DPH, retroactively, to accept and expend the proposed grant.

3. The proposed nine-month grant of \$1,450,000 is \$2,756,156, or 66 percent, less than the preceding grant of \$4,206,156. However, the previous grant period was January 1, 1990 through June 30, 1991, a period of 18 months, making the average monthly grant \$233,675. The proposed average monthly grant would be \$161,111, which represents \$72,564, or 31 percent, less than the previous monthly amount.

4. The DPH has submitted a Disability Access Checklist, which is in the file.

5. A Summary of Grant Request, as prepared by the DPH, is attached.

**Recommendation:** Amend the proposed resolution to authorize the DPH, retroactively, to accept and expend the proposed grant, and approve, as amended.

Plaintiff: Department of Health Services  
 Contact Person: Office of AIDS  
 Address: P.O. Box 942732  
 Sacramento, CA 94234-7320  
 Amount Requested: \$ 1,450,000  
 Term: From 7-1-91 To 3-31-92  
 Health Commission: \_\_\_\_\_

Division: CO/AIDS Div  
 Section: AIDS Office  
 Contact Person: Tim Piland  
 Telephone: 554-9132  
 Application Deadline: n/a  
 Notification Expected: \_\_\_\_\_  
 Board of Supervisors: Finance Committee  
 Full Board: \_\_\_\_\_

I. Item Description: Request to ~~apply for~~ (accept and expend) a (new) (continuation) (allocation) ~~for the period 7-1-91 to 3-31-92~~  
 (Circle appropriate word)  
 grant in the amount of \$1,450,000 from the period of 7-1-91 to 3-31-92  
 to provide continuation of AIDS Drug Program services.

II. Summary: (Concentricity does not affect the meaning of this sentence)  
 This program will continue to provide azidothymidine (AZT) and/or aerosolized pentamidine to non/Medical-eligible low-income persons who have a valid prescription from a licensed physician and who meet the income eligibility criteria. This program is administered by the AIDS Office and services are provided by the Department of Pharmaceutical Services at San Francisco General Hospital.

III. Outcomes/Objectives: (whose term began 1-1-90 thru now)  
 This agreement amends and continues the attached Standard Agreement with the California State Department of Health Services to fund the AIDS Drug Program for the period 7-1-91 through 3-31-92; for information regarding utilization please see the attached Cumulative Reports.

IV. Effects of Reduction or Termination of These Funds:  
 Failure to accept and expend these AIDS Drug Program funds would eliminate this program.

V. Financial Information: Jan 1990-  
 June 1991

|                         | Col. A<br>Two Years Ago | Col. B<br>Past Year/Orig. | Col. C<br>Proposed | Col. D<br>Change | Req. Match | Approved by |
|-------------------------|-------------------------|---------------------------|--------------------|------------------|------------|-------------|
| Grant Amount            |                         | 4,206,156                 | 1,450,000          | +1,450,000       | none       |             |
| Personnel               |                         |                           |                    |                  |            |             |
| Equipment               |                         |                           |                    |                  |            |             |
| Contract Svc.           |                         |                           |                    |                  |            |             |
| Mat. & Supp. (Clinical) |                         | 4,206,156                 | 1,450,000          | +1,450,000       |            |             |
| Facilities/Space        |                         |                           |                    |                  |            |             |
| Other                   |                         |                           |                    |                  |            |             |
| Indirect Costs          |                         | Indirect Costs Not Funded |                    |                  |            |             |

VI. Data Processing

(Costs included above) 0 0 \_\_\_\_\_

VII. Personnel

|             |   |   |  |
|-------------|---|---|--|
| F/T CSC     | 0 | 0 |  |
| P/T CSC     | 0 | 0 |  |
| Contractual | 0 | 0 |  |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?  
 N/A

VIII. Contractual Services: Open Bid none Sole Source none



Item 1h - File 146-91-81

**Department:** Department of Public Health (DPH)  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health, Community Public Health Services, Special Programs for Youth, as a sub-grantee, in collaboration with Northern California Pediatric AIDS Treatment Center as prime grantee, to accept and expend a new Federal grant, which includes indirect costs in the amount of \$10,545 based on five percent of the total direct grant funds and to establish and finance Civil Service positions for the provision of these services.

**Amount:** \$221,437

**Source of Funds:** National Institute of Health's National Institute of Allergy and Infectious Disease

**Grant Period:** September 1, 1991 through August 31, 1992

**Project:** HIV Clinical Trials for Youth and Young Adults

**Description:** The proposed funds would be used for the recruitment and retention of youth 13 to 21 years of age to provide improved treatment and to evaluate the applicability of adult and pediatric research findings. The objectives of the program are to provide prevention to high-risk youth, provide increased counseling tests at community-based primary care clinics serving youth, recruit a minimum of 16 youth into clinical trials for providing education, and quality clinical research and medical care for HIV-infected youth, and to evaluate the effectiveness of recruitment strategies.

The DPH reports that due to the lack of research on the youth population, the DPH's data available is very limited. The DPH also reports that there are still many unanswered questions about the manner in which the disease affects youth as compared with adults and children.

**Project Budget:**

|                           | <u>Personnel</u> | <u>FTE</u>    |
|---------------------------|------------------|---------------|
| Clinical Nurse            |                  |               |
| Specialist (Co-Director)  | 1.00             | \$59,717      |
| Psychiatric Social Worker | 1.00             | 43,065        |
| Peer/Client Advocate      | 1.00             | 25,830        |
| Management Assistant      | 0.50             | 21,196        |
| Fringe Benefits           |                  |               |
| Total Personnel           | 3.50             | <u>40,449</u> |
|                           |                  | \$190,257     |

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|                       |               |
|-----------------------|---------------|
| <u>Supplies</u>       | 5,201         |
| <u>Travel</u>         | 7,074         |
| <u>Other</u>          | <u>8,360</u>  |
| Total Direct Costs    | \$210,892     |
| <u>Indirect Costs</u> | <u>10,545</u> |
| Total Project Budget  | \$221,437     |

**Indirect Costs:** \$10,545 or five percent of the \$210,892 in total direct costs. The prime grantee, the Northern California Pediatric AIDS Treatment Center's policy is to include only five percent of the subgrantees' total direct costs be used for indirect costs.

**Local Match:** None.

**Comments:** 1. Dr. Janet Shalwitz of the DPH reports that all of the grant-funded positions are new and vacant positions in the DPH. Dr. Shalwitz notes, however, that if grant funds are reduced or terminated, then the grant-funded positions would be similarly reduced. As noted above, the proposed grant award would fund a total of 3.50 FTEs.

2. The \$5,201 budgeted for "Supplies" would be used to purchase four new desks, chairs, lamps, bookcases, health education materials, brochures, posters, and materials for training manuals for community providers and project staff.

3. The \$7,074 budgeted for "Travel" would be used for six trips to the National Institute of Health's AIDS Clinical Trial Unit (ACTU) meetings for the Director and Co-Director on the project. The Director's position is in the DPH's FY 1991-92 budget, funded through the General Fund as Director for Special Programs for Youth, and therefore is not part of the above-listed budget. As noted, the Co-Director on the project is the Clinical Nurse Specialist. Each trip is estimated to cost \$1,179 and would be to the National Institute of Health in Bethesda, Maryland.

4. The \$8,360 budgeted for "Other" would be used for taxi and food vouchers (\$30 per visit) for approximately 192 visits annually (12 visits per year for 16 youth) to assist the youth in getting to their destinations for clinical trials, and for books and subscriptions, phone installation and use for three new telephones and postage.

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5. As noted above, the proposed grant period began on September 1, 1991. Dr. Shalwitz reports that the prime grantee, the Northern California Pediatric AIDS Treatment Center has already received the grant funds from the funder, the National Institute of Health. However, Dr. Shalwitz indicates that the DPH, as sub-grantee, has not yet incurred any costs for the new project, and has not yet received any funds from the Northern California Pediatric AIDS Treatment Center. Therefore, the proposed resolution does not have to be amended to authorize the DPH to accept and expend the proposed grant funds retroactively. Dr. Shalwitz indicates that no costs would be incurred until the Board of Supervisors approves the proposed grant funds. Dr. Shalwitz also indicates that given that the earliest that the DPH would be able to receive any funds is December 1, 1991, all of the proposed grant funds may not be spent before August 31, 1992. Dr. Shalwitz reports that the prime grantee, the Northern California Pediatric AIDS Treatment Center does not allow the use of the proposed grant funds beyond the end of the proposed grant period.
6. The DPH reports that the prime grantee, the Northern California Pediatric AIDS Treatment Center did not require the DPH to submit an application for the proposed grant funds. Therefore, the DPH is not requesting authorization to apply for the proposed grant funds.
7. The DPH has completed a Disability Access Checklist which is in the file.
8. Attached is the "Summary of Grant Request" as completed by the DPH.

**Recommendation:** Approve the proposed resolution.

## Health Commission - Summary of Grant Request

Grantor: Northern California Pediatric AIDS Treatment Center (via NIAID) Division: CPHS  
 Contact Person: Diane Wara, M.D. Section: Special Programs for Youth  
 Address: Dept. of Pediatrics, Moffitt Hospital Contact Person: Janet Shalwitz, M.D.  
 University of California, San Francisco Telephone: 753-7780  
 Amount Requested: \$ 221,437 Application Deadline: N/A  
 Term: From 9-1-1991 To 8-31-92 Notification Expected: \_\_\_\_\_  
 Health Commission: \_\_\_\_\_ Board of Supervisors: Finance Committee: \_\_\_\_\_  
 Full Board: \_\_\_\_\_

I. Item Description: Request to ~~exp~~ (accept and expand) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 221,437 from the period of 1-9-91 to 31-8-92 to provide Clinical trials for HIV clinical trials for youth and young adults  
 (Check off applicable words)

II. Summary: (Create/binary; need addressed; number + groups served; services and providers)  
 During 1990-91 SPY staff saw over 3500 clients for more than 7500 patients. Available data indicates that increased counseling and testing will result in identification of significant numbers of additional HIV+ youth. With NIH funding available through Northern California Pediatric AIDS Treatment Center, SPY will establish clinical trials subunits for youth to provide improved treatment and to evaluate the applicability of adult research findings.

III. Outcomes/Objectives:  
 To recruit a minimum of 16 youth into clinical trials by providing education; to provide quality clinical research and medical care for HIV-infected youth; and to evaluate effectiveness recruitment strategies, new protocol designs, etc.

## IV. Effects of Reduction or Termination of These Funds:

Funding for the nurse practitioner, peer/client advocate and 3 other part-time positions will be absorbed into the existing subunits and/or assumed by alternative funding sources.

## V. Financial Information:

|                  | Col. A<br>Two Years Ago<br>N/A | Col. B<br>Past Year/Orig.<br>N/A | Col. C<br>Proposed<br>221,437 | Col. D<br>Change | Req. Match | Approved by |
|------------------|--------------------------------|----------------------------------|-------------------------------|------------------|------------|-------------|
| Grant Amount     |                                |                                  | 191,680                       |                  | N/A        |             |
| Personnel        |                                |                                  | 0                             |                  |            |             |
| Equipment        |                                |                                  | 0                             |                  |            |             |
| Contract Svc.    |                                |                                  | 3,778                         |                  |            |             |
| Mat. & Supp.     |                                |                                  | 0                             |                  |            |             |
| Facilities/Space |                                |                                  | 15,434                        |                  |            |             |
| Other            |                                |                                  | 10,545                        |                  |            |             |
| Indirect Costs   |                                |                                  |                               |                  |            |             |

## VI. Data Processing:

(Leave blank if not applicable) N/A N/A \_\_\_\_\_

## VII. Personnel:

|             |     |
|-------------|-----|
| F/T CSC     | 1.0 |
| P/T CSC     | 1.3 |
| Contractual |     |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?  
 Project employees will be absorbed into the pediatric and adult subunits upon termination of the funding.

VIII. Contractual Services: Open Bid -- Sole Source -- (If sole source, attach Request for Exemption Form)

Item 1i - File 156-91-4

**Agency:** Private Industry Council of San Francisco, Inc. (PIC)

**Item:** Resolution approving revisions to the County Refugee Plan previously approved by the Board of Supervisors and approving the corresponding dollar allocations reflected in the revised County Refugee Plan.

**Description:** The Private Industry Council, a non-profit organization, administers two sets of refugee funds on behalf of the City. These funds originate from the Federal Office of Refugee Resettlement and are allocated to the City through the State Department of Social Services. The Refugee Employment Social Services funds (RESS) and Refugee Targeted Assistance Program (RTAP) Title VII funds are used to provide employment and training services to refugees who are receiving public assistance.

The proposed resolution would approve the following changes to the County Refugee Plan:

- Modify the Supplemental Refugee Services Plan (GAIN/SRS) for Aid to Families with Dependent Children (AFDC) recipients from a mandatory program to a voluntary program. The proposed change has been approved by the Refugee Committee and the Social Services Commission. Under a mandatory program, the San Francisco Department of Social Services (DSS) conducts cause determination/ conciliation hearings to determine why a client has not participated in an employment and training program. DSS has chosen not to provide conciliation services due to insufficient staff to administer the hearings. Therefore, the PIC is recommending that the County's program become voluntary. DSS and the PIC believe that the GAIN/SRS Plan can achieve a comparable participation rate with a voluntary program as with a mandatory program.
- Modify the proposed allocation of services from 66 percent for AFDC clients and 34 percent for Refugee Cash Assistance/General Assistance (RCA/GA) clients to 45 percent for AFDC clients and 55 percent for RCA/GA clients. The PIC proposes this modification based on improved data provided by the State Department of Social Services.

- Include in the County Refugee Plan the PIC's administration of the Mutual Assistance Association Program. According to the PIC, the State requested that the Mutual Assistance Association Program be included in the Plan. The Mutual Assistance Association Program orients refugees to the systems and agencies with which they will deal on a daily basis, such as health, transportation, law enforcement, and education agencies.

The PIC also requests approval to accept and expend \$210,088 in Refugee Employment Social Services (RESS) funds and \$431,991 in Refugee Targeted Assistance Program (RTAP) funds. The Board of Supervisors previously authorized the PIC to apply for these Federal grant funds under Resolution No. 262-91. The proposed allocation of these funds is detailed in the attachment.

**Comments:**

1. The PIC advises that although it is requesting approval to make changes to the County Refugee Plan, except for the reduction in the amount allocated to DSS (See Comments 2 and 3), the funding amounts approved by the Board of Supervisors for each of the contracted non-profit agencies remains the same (See attachment).
2. The PIC also advises that the San Francisco Department of Social Services (DSS) has chosen not to provide conciliation services, which would have served to administer the mandatory provisions of the original plan. Since DSS is not providing conciliation services, the PIC is therefore recommending that the Refugee Programs be voluntary.
3. As previously noted, the Board of Supervisors approved Resolution 262-91, which authorized an expenditure plan for the RESS and RTAP funds administered by the PIC. At that time, the total amount authorized in the expenditure plan was \$940,730. The PIC reports that it will receive a total of \$952,684, of which \$769,620 has been allocated to those organizations listed in the attachment. The remaining \$41,954 remains unallocated and includes \$30,000 originally allocated to DSS for the conciliation services noted in Comment No. 2. Mr. Guillermo Casillas of the PIC advises that the PIC will recommend a proposed allocation of the \$41,958 in unallocated funds at a later date, which will be subject to Board of Supervisors approval.

Memo to Finance Committee  
November 13, 1991

4. Mr. Casillas advises that the Resolution Number 684-91 contained in Line 6 of the proposed resolution is incorrect. That Resolution Number should read 262-91. Therefore the proposed resolution should be amended on line 6 to reflect the change from No. 684-91 to No. 262-91.

**Recommendation:** Amend the proposed resolution at Line 6 to change No. 684-91 to No. 262-91. Approve the proposed resolution as amended.

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TABLE I  
PV91 REFUGEE PROGRAM ALLOCATIONS

| Organization                  | Activity     | Resolution #581-91 (Initial RES) | Additional RES '91  | Final RTAP '91      | PI/C Staff Recmd.   | Approved Finance & Bd. Supv. |
|-------------------------------|--------------|----------------------------------|---------------------|---------------------|---------------------|------------------------------|
| Intl' Rescue Committee        | CIP          | \$45,770.00                      | \$24,991.00         | \$57,900.00         | \$128,661.00        | \$128,661.00                 |
| Mutual Assist. Assoc. Council | ES           | \$17,787.00                      | 0                   | \$32,213.00         | \$50,000.00         | \$50,000.00                  |
| Third Baptist Church          | ES           | \$8,222.00                       | \$14,891.00         | \$0.00              | \$23,113.00         | \$23,113.00                  |
| Ctr. SE Asian Refugee         | EUN          | \$0.00                           | \$0.00              | \$40,000.00         | \$40,000.00         | \$40,000.00                  |
| Career Resources Dev. Ctr.    | VT           | \$21,344.00                      | \$38,656.00         | \$0.00              | \$60,000.00         | \$60,000.00                  |
| Jewish Vocational Services    | ES/VT/OJT    | \$58,341.00                      | \$32,040.00         | \$73,619.00         | \$164,000.00        | \$164,000.00                 |
| Refugee Employ. Asst. Prog.   | ES/VT/OJT    | \$70,028.00                      | \$39,275.00         | \$87,550.00         | \$196,853.00        | \$196,853.00                 |
| Children's Council            | Childcare    | \$14,229.00                      | \$7,771.00          | \$18,000.00         | \$40,000.00         | \$40,000.00                  |
| S.F. Dept. Social Services    | Conciliation | \$10,672.00                      | (\$10,672.00)       | \$0.00              | \$0.00              | \$30,000.00                  |
| Supportive Services           |              | \$6,045.00                       | \$3,243.00          | \$7,795.00          | \$16,993.00         | \$16,993.00                  |
| OJT Set-Aside                 |              | \$17,788.00                      | \$9,542.00          | \$22,670.00         | \$50,000.00         | \$50,000.00                  |
| To Be Allocated               |              | \$0.00                           | \$17,833.00         | \$24,125.00         | \$41,953.00         | \$0.00                       |
| Subtotals                     |              | \$270,226.00                     | \$177,570.00        | \$363,782.00        | \$811,578.00        | \$799,620.00                 |
| PI/C Administration           |              | \$40,379.00                      | \$32,518.00         | \$68,209.00         | \$141,106.00        | \$141,110.00                 |
| <b>TOTALS</b>                 |              | <b>\$310,605.00</b>              | <b>\$210,088.00</b> | <b>\$431,991.00</b> | <b>\$952,684.00</b> | <b>\$940,730.00</b>          |

CIP - Central Intake Point

ES - Employment Services

EUN - Extreme and Unusual Need

OJT - On-the-Job Training

VT - Vocational Training

Item 1j - File 161-91-4.1

**Department:** San Francisco Redevelopment Agency (SFRA)

**Item:** Resolution approving and authorizing an amendment to the Indebtedness Limitation Agreement between the Redevelopment Agency and the City and County of San Francisco for fiscal year 1991-92.

**Description:** In April of 1991, the Board of Supervisors passed a resolution authorizing the Redevelopment Agency to issue SFRA General Obligation (not City) bonds in an amount not to exceed \$30 million to help finance the construction of a cultural center and esplanade to be located on top of the expanded Moscone Convention Center (Resolution 309-91). The cultural center will include a performing arts theater, and a visual arts center. The cultural center facilities are part of the planned Yerba Buena Gardens, which will also include movie theaters, retail shops, an ice rink and carousel, a childcare center and children's recreation area, an art gallery, and a rooftop garden.

On July 8, 1991, the Board of Supervisors approved the Agency's annual budget for fiscal year 1991-92 and an amendment to the Indebtedness Limitation Agreement between the Agency and City authorizing the Agency to claim \$2,208,000 annually from tax increment revenues to repay a \$26.9 million tax increment backed bond and authorize the Agency to issue up to \$50 million in tax increment backed bonds which includes the \$26.9 million in tax increment backed bonds and the \$30 million in SFRA General Obligation bonds (Resolution 601-91). Although the total amount exceeds \$50 million by \$6.9 million, according to Mr. Robert Gamble of the SFRA, because the \$30 million is a SFRA General Obligation bond, the Agency does not have to amend the Indebtedness Limitation Agreement to authorize the Agency to issue the additional \$6.9 million in SFRA General Obligation bonds. Therefore, the proposed resolution would only amend the Indebtedness Limitation Agreement to clarify the sources of repayment of the \$30 million SFRA General Obligation bond debt to specifically include tax increment monies.

The SFRA proposes using the proceeds from the sale of two parcels of land (two office building sites located on Third Street between Mission and Howard) to Olympia and York, the private developer overseeing the commercial and office space development of the Yerba Buena area, to pay off the principal and interest costs of the \$30 million SFRA General Obligation bonds. The Agency expects to receive

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approximately \$43.9 million from the sale of these two parcels of land. This sale, however, will not take place for three years. Therefore, the SFRA intends to use capitalized interest (proceeds from the \$30 million bond) for the bond's first year repayment in FY 1991-92 and tax increment revenues for the bond's next two years' repayment. The proposed amendment would clarify the Agency's intention to use tax increment monies to repay the bond for the next two years as well as to clarify that the Agency may claim tax increment monies in its annual statement of indebtedness in the future.

**Comments:**

1. According to Mr. Robert Gamble of the Redevelopment Agency, the Agency needs to clarify its intention to use tax increment monies in order to receive a lower interest rate when selling the bonds. Without the proposed amendment clarifying the language, the Agency's bonds would bear a 7.75 percent interest rate on the \$30 million bonds and with the proposed amendment, the Agency's bonds would bear a 7.25 percent interest rate or a reduction of .5 percent. This .5 percent difference would result in decreased annual bond repayments of approximately \$150,000. As a result, the Agency would need to claim \$2,175,000 (\$30 million x .0725) in tax increment monies each year for the next two fiscal years instead of \$2,325,000 (\$30 million x .0775). Therefore, \$150,000 annually would be left in the City's General Fund instead of being claimed by the Agency to repay the \$30 million bonds. If the Agency uses the tax increment revenues to repay the bond for the expected two years, this would result in a total savings of \$300,000.
2. According to Mr. Gamble, the two parcels of land expected to sell for \$43.9 million are under an option to sell with Olympia and York. Mr. Gamble advises that if Olympia and York decides not to use the option to purchase the two parcels of land, the Agency would immediately remarket the land. The amount of time necessary to remarket and sell the land would depend on the market conditions. Mr. Gamble advises that the Agency does intend to sell the two parcels within the expected three years.
3. In addition to the two parcels of land noted above, the SFRA is selling a third parcel of land located at Market Street between Third and Fourth Streets to Olympia and York for a total of \$37 million. Of that \$37 million, Olympia and York has paid \$24 million and still owes \$13 million. Of the remaining \$13 million, Olympia and York was unable to pay its October, 1991 payment of \$9.9 million for this third parcel of land. The SFRA has worked out a written agreement with Olympia and York to extend the payment due date for the

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October \$9.9 million payment to November 15, 1991 to give the Agency and Olympia and York time to develop a financing agreement. According to Mr. Gamble, in two to three months the SFRA is expected to learn whether or not Olympia and York will pay the remaining \$13 million it owes to the Agency for the \$37 million parcel of land. Mr. Gamble advises that because Olympia and York has already paid approximately \$24 million toward the purchase of the land, they will most likely find the necessary funds to pay the remaining \$13 million. However, there are no guarantees that Olympia and York will pay the remaining \$13 million.

4. If the Agency is unable to sell the two parcels of land either to Olympia and York or to another developer at the expected \$43.9 million, the proposed amendment to the Indebtedness Limitation Agreement would require that tax increment monies be used to repay the entire \$30 million SFRA General Obligation Bond at approximately \$2,175,000 annually until the two parcels of land are sold. According to Mr. Gamble, the Board of Supervisors authorized the Agency to use tax increment revenues to repay the \$30 million bond in April of 1991 through Resolution 309-91. Resolution 309-91 authorized the SFRA to "pledge revenues of the Agency", of which tax increment revenues are one source of the Agency's revenues. As such, regardless of whether the Board of Supervisors approves the proposed amendment to the Indebtedness Limitation Agreement, the Redevelopment Agency will issue the \$30 million bonds and will claim tax increment revenues to repay them until the Agency can sell the two parcels of land. The difference is that by having the Board of Supervisors approve the proposed amendment to the Indebtedness Limitation Agreement clarifying the Agency's intent to pledge tax increment revenues for bond repayment, the Agency can receive a lower interest rate. Therefore, the Budget Analyst recommends approving the proposed resolution.

**Recommendation:** Approve the proposed resolution.

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Item 2 - File 123-91-2

**Department:** Department of Public Works (DPW)  
Bureau of Engineering

**Item:** Resolution urging the Mayor to urge the Chief Administrative Officer to direct the Department of Public Works to accept a security bond in lieu of a cash deposit as provided for in Article 15, Section 724.3 of the Public Works Code.

**Description:** The Department of Public Works (DPW) currently requires that permits be acquired for the temporary occupancy of any street or sidewalk in San Francisco. The DPW collects a permit fee and a refundable cash deposit for each permit issued. Each refundable cash deposit is held until the project is complete and if no damage is done to the street or sidewalks where the temporary occupancy occurred, the cash deposit is returned to the permittee. Permittees which are in the business of performing continuous building operations which require frequent temporary occupancies, such as but not limited to roofing, painting, and window washing, have expressed concerns about the amount of cash on deposit to secure the numerous permits that a permittee might have active at any given time. The proposed resolution would urge the Mayor to urge the Chief Administrative Officer to direct the DPW to establish a process by which the Department may accept a security bond in lieu of a refundable cash deposit, and also urge the Director of Public Works to submit a report to the Board of Supervisors within 60 days outlining the proposed security bond process.

**Comments:** 1. According to Ms. Denise Brady of the DPW, the current cost for temporary occupancy permits is .001 percent of the total cost of the work performed. For example, a \$1 million roofing job would require a permit which costs \$1,000. The minimum permit fee is \$30. Ms. Brady also reports that the cost of deposits are on average approximately \$10 per linear foot of property which fronts a public right-of-way such as a street or sidewalk. Ms. Brady indicates that the minimum deposit is \$2,500. Ms. Brady explains that after the job is completed, the DPW provides an inspection of the street or sidewalks temporarily occupied, and the permittees get their deposit back if no damage is found.

2. Ms. Brady states that the current deposit requirement can be costly and presents hardship to those businesses such as roofers, painters or window washers which continually occupy public streets or sidewalks since some of these businesses must have large sums of money constantly tied up for temporary occupancy deposits.
3. Ms. Brady explains that given the cost of deposits, many of these businesses never file for temporary occupancy permits. Ms. Brady explains that if the proposed resolution is adopted, then it would be likely that more of these businesses would file permits if they are given the opportunity to provide the DPW with a security bond instead of a cash deposit. Therefore, the DPW would have to process more permits and provide more street and sidewalk inspections. Ms. Brady indicates that the current fine for not having a temporary occupancy permit is \$1,000 a day.
4. Ms. Brady reports that the City's costs associated with establishing a security bond process would include setting up a filing system for permittees, either manually or with computers providing verification for active bonds. As noted, assuming there would be more permits filed, an increased number of sidewalk inspections would have to be performed. Ms. Brady estimates that this increased level of service could not be performed with existing staff. Ms. Brady also estimates that an additional .50 FTE 6230 Street Inspector and an additional .50 FTE 5364 Permit Processor would be required. Ms. Brady indicates that the annual cost of a .50 FTE Street Inspector, including fringe benefits and overhead would be approximately \$40,000, and the .50 FTE 5364 Permit Processor would also cost approximately \$40,000 annually, for a total of \$80,000 annually.
5. As previously noted, according to Ms. Brady of the DPW, the additional .50 FTE 6230 Street Inspector, and the .50 FTE 5364 Permit Processor services could not be done with existing staff. Therefore, the DPW may have to request a supplemental appropriation in order to provide these additional services. However, Ms. Brady indicates that given that more permits would likely be filed, the increased permitting fees received would offset some of these costs. However, Ms. Brady is unable, at this time, to estimate the increased revenues which may result from additional permit fees. Ms. Brady also indicates that these increased revenues may not be able to be acquired unless additional funds are appropriated for these staff positions.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 3 - File 127-91-13

**Note:** This item was continued at the October 30, 1991 Finance Committee meeting.

**Item:** Ordinance amending Article 12-A and Article 12-B of Part III of the City's Municipal Code (Payroll Expense Tax Ordinance and Gross Receipts Tax Ordinance) by amending Section 906 and Section 1005.5, respectively, to exempt any tenant of the Port of San Francisco whose principle business is ship repair and whose work force consists of at least 30 percent San Francisco residents and also to exempt any subcontractor of any such exempt ship repair business which derives at least 70 percent of its revenues from the ship repair industry.

**Description:** On September 3, 1991, the Board of Supervisors passed a resolution urging the Mayor to urge the Port Commission to adopt a Seven Point Policy Plan in support of the survival of the ship repair industry in San Francisco. The seventh point of this Seven Point Policy Plan was to support amendments to the City's Municipal Code that would provide exemption from the City's Payroll and Gross Receipts Tax to all tenants of the Port of San Francisco whose principal business is ship repair and at least 30 percent of their work force are San Francisco residents and to exempt from the Payroll and Gross Receipts Tax all subcontractors of these ship repair businesses who derive at least 70 percent of their revenues from the ship repair industry. The proposed ordinance would amend the City's Municipal Code to exempt those ship repair companies and subcontractors meeting the above conditions.

**Comments:** 1. Mr. Richard Sullivan of the Tax Collector's Office reports that the ship repair companies would have to apply for the Payroll and Gross Receipts Tax exemption by annually submitting a report to the Tax Collector's Office requesting the exemption and providing documentation of the company's compliance with the proposed ordinance's requirement that at least 30 percent of their work force are San Francisco residents and, for ship repair subcontractors, that at least 70 percent of their revenues are from the ship repair industry. In response to inquiries by the Finance Committee, Mr. Sullivan reports that the Tax Collector would look at the total time worked by the ship repair company's work force compared to the total time worked by the company's San Francisco work force to determine whether 30 percent of the ship repair company's and subcontractor's work force are San Francisco residents. The Tax Collector would perform sampling audits periodically to verify that the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

ship repair company is reporting accurate information on the residency of its work force.

2. Currently, only nonprofit corporations and Skilled Nursing Facilities are exempt from the City's Payroll and Gross Receipts Tax.

3. For FY 1991-92, the City has budgeted \$147.2 million or 11.3 percent of the General Fund revenue in Payroll and Gross Receipts Taxes.

4. Mr. Sullivan reports that the ship repair industry paid \$352,731.73 in Payroll Taxes in calendar year 1989 and \$360,836.18 in Payroll Taxes in calendar year 1990, or approximately .24 percent of the City's total Payroll and Gross Receipts Tax revenues. Therefore, based on previous experience, the proposed ordinance could result in reduced General Fund revenues to the City of approximately \$360,836 annually.

5. At the October 30, 1991 Finance Committee meeting the following two amendments to the proposed ordinance were introduced: (1) to delineate the special distressed condition of the ship repair industry and (2) to require 30 percent of the subcontractors' work force be San Francisco residents. A third amendment that would either require a sunset clause or a trigger mechanism to ensure that the City is meeting its Business Tax revenue estimates was discussed, but, as of the writing of this report, has not been finalized. As of the writing of this report, the specific language for these amendments has not been drafted by the City Attorney's Office.

6. In response to inquiries by the Finance Committee, the Budget Analyst has researched the direct and indirect impacts on San Francisco's employment from increasing the ship repair industry's total output or revenues. Using an input-output model prepared by the Association of Bay Area Governments (ABAG), the approximate job coefficient of the employment-production function for ship repair is .017. That is, for every \$1,000 of output increase, employment in the ship repair industry increases by .017 jobs. For example, an increase in output for ship repair services of \$1,000,000 would result in a direct ship repair job change of 17 jobs (.017 x \$1,000,000) / \$1,000). To calculate the employment impact on the entire San Francisco economy, we would use ABAG's Type I employment impact estimator for the ship repair industry of 1.2 to get 20.4 jobs (1.2 x 17). Hence, by this method of estimation, from an increase of \$1 million in output to the ship repair industry, the direct employment

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

impact on the ship repair industry is 17 jobs and the indirect non-ship repair employment impact is approximately 3.4 jobs (20.4 - 17). These 20.4 jobs are assumed to be new additional jobs generated by the increase in ship repair output, and not jobs being shifted from one part of the City or Bay Area region to another. In addition, the increase of \$1 million in ship repair output could have a multiplier effect on the Bay Area economy as a whole of approximately 39 new jobs.

The impact of these new jobs on the City's tax base would potentially be the following: (a) for the 3.4 new indirect jobs, an undetermined amount of increase in the City's Payroll or Gross Receipts Tax revenues (depends on whether these businesses are subject to the City's Payroll and Gross Receipts Taxes and the wages of the new jobs), and (b) for all of the 20.4 new jobs (assuming the employees live, own their own homes, work and shop in San Francisco), additional Sales, Property Parking and Property Transfer Tax revenues in an undetermined amount. In addition, the City could collect revenues from parking tickets and other fees charged by the City such as the Zoo, the museums and Muni, etc.

7. As reflected on the November 13, 1991 Finance Committee calendar, the author of the proposed ordinance may entertain a motion to continue this item.

**Recommendation:** The proposed ordinance is a policy decision for the Board of Supervisors.



Item 4 - File 97-91-55

**Department:** Department of Agriculture and Weights and Measures

**Item:** The proposed ordinance would amend Charter 9A of the Administrative Code by amending Section 9A.7 to change the fees charged to vendors for the sale of agricultural products at the Farmers Market.

**Description:** The Department of Agriculture and Weights and Measures reports that the fees charged to vendors which sell products at the Farmers Market have not been amended since 1982. The Department advises that the current fees no longer support the operating and maintenance costs of the Market. Section 9A.7 of the Administrative Code establishes the fee schedule for the Farmers' Market. The proposed ordinance would amend Section 9A.7 to change the fees charged for the sale of agricultural products at the Farmers Market, effective April 1, 1992, as follows:

| <u>Daily Stall Fee</u> | <u>Current Fee</u> | <u>Proposed Fee</u> | <u>Proposed Increase</u> | <u>Percent Change</u> |
|------------------------|--------------------|---------------------|--------------------------|-----------------------|
|------------------------|--------------------|---------------------|--------------------------|-----------------------|

June 1 - November 30

|                     |        |        |        |     |
|---------------------|--------|--------|--------|-----|
| Tuesday - Wednesday | \$4.50 | \$5.50 | \$1.00 | 22% |
| Thursday            | 5.50   | 5.50   | 0      | 0   |
| Friday              | 9.00   | 11.00  | 2.00   | 22  |
| Saturday            | 16.50  | 19.00  | 2.50   | 15  |

December 1 - May 31

|                     |       |       |      |    |
|---------------------|-------|-------|------|----|
| Tuesday - Wednesday | 3.50  | 4.50  | 1.00 | 29 |
| Thursday            | 4.25  | 4.50  | 0.25 | 6  |
| Friday              | 7.00  | 8.50  | 1.50 | 21 |
| Saturday            | 12.00 | 14.00 | 2.00 | 17 |

Entrance Tonnage Fee\*

|  |        |        |        |     |
|--|--------|--------|--------|-----|
| First 1,000 pounds or fraction thereof           | \$3.00 | \$4.00 | \$1.00 | 33% |
| Second 1,000 pounds or fraction thereof          | 2.00   | 3.00   | 1.00   | 50  |
| Each additional 2,000 pounds or fraction thereof | 4.00   | 5.00   | 1.00   | 25  |

\*These fees are charged only once against a given load.

**Comment:** The Department reports that fees charged to vendors which sell products at the Farmers' Market generated approximately \$185,000 in revenues for 1990-91. The total projected annual revenue for 1991-92, under the existing fees is \$185,000. The Department estimates that based on the current level of vendor activity at the Farmers Market remaining relatively constant, the above-noted fee increases will generate additional revenues of approximately \$27,750 annually. Since the proposed fee increases would become effective April 1, 1992, it is anticipated that the proposed fee increases would generate an additional \$6,938 in 1991-92, bringing the total projected annual revenue to \$191,938 for 1991-92. The Department's estimated cost to provide these services for 1991-92 is approximately \$191,000. The estimated cost to provide these services for 1992-93 is \$211,000 to \$212,000.

**Recommendation:** Approve the proposed ordinance.

Items 5 and 6 - Files 51-91-1.1 and 51-91-2.2

**Note:** These items were continued from the September 11, 1991 Finance Committee meeting.

**Items:** This item transmits the claim of Mr. Carlos Acosta, an employee of the Department of Parking and Traffic, for reimbursement for personal property stolen in the line of duty. Mr. Acosta's claim is in the amount of \$853.00. (File 51-91-1.1)

This item transmits the claims of Mr. Steven W. Galileo and Mr. Tom Nabonne, employees of the Municipal Railway, for reimbursement for personal property stolen in the line of duty. The Controller recommends reimbursement of the warrant to Mr. Galileo, at a total cost of \$10,409.60, and recommends reimbursement of the warrant to Mr. Nabonne, at a total cost of \$606.30. (File 51-91-2.2)

**Description** Section 10.25-1 of the San Francisco Administrative Code authorizes the Controller to provide reimbursement to City employees to recover all or part of the cost of replacing property which has been damaged or destroyed in the line of duty without the fault of the City employee. The Controller recommends approval of reimbursements, if, after reviewing the claims submitted to the Controller, and, after reviewing the department head's recommendation to the Controller, the Controller finds that (1) the damage occurred in the line of duty, (2) that the amount certified for payment is fair and reasonable, and (3) that funds are available for the proposed reimbursements.

**Comments:** 1. According to Mr. John Madden of the Controller's Office, Mr. Acosta had not submitted to the Department head an inventory listing of his personal tools until three days after the theft of his tools. Mr. Madden advises that, according to the terms of the Memorandum of Understanding with the Electrical Worker's Union, Local 6, such inventories must have been filed with the Department head prior to the theft of the personal property. Therefore, the Controller has recommended denial of Mr. Acosta's claim.

2. Mr. Madden advises that an inventory of the tools stolen from Mr. Galileo and Mr. Nabonne had been submitted to the Department head prior to the theft of those tools. Mr. Madden reports that the claims of Mr. Galileo and Mr. Nabonne were continued by the Finance Committee pending the completion of supporting documentation. According to Mr. Madden, that documentation is now complete, and the claims meet the

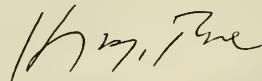
**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

requirements noted above. Therefore, the Controller has recommended these two claims for approval.

3. The Controller's Office has certified that funds are available for these employee reimbursements. The source of funds would be Claims and Judgements, General Fund.

**Recommendations:** As recommended by the Controller, deny the requested reimbursement of \$853.00 to Mr. Carlos Acosta (File 51-91-1.1).

Prepare in and report out of Committee a resolution approving the requested reimbursement of \$10,409.60 to Mr. Steven W. Galileo and \$606.30 to Mr. Tom Nabonne (File 51-91-2.2).



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

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BOARD of SUPERVISORS



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November 14, 1991

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NOV 18 1991

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NOTICE OF CANCELLED MEETING

FINANCE COMMITTEE

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the Finance Committee for Wednesday, November 20, 1991, at 2:00 p.m. has been cancelled.

*John L. Taylor*  
John L. Taylor  
Clerk of the Board

POSTED: November 14, 1991

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

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~~CALENDAR~~  
MEETING OF  
~~FINANCE COMMITTEE~~  
~~BOARD OF SUPERVISORS~~  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, NOVEMBER 27, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 23-91-4. [Claims Against the Government] Resolution waiving the Statute of Limitations with respect to payment of certain warrants of the City and County of San Francisco, in the amount of \$95,682.96 a legal obligation of the City and County of San Francisco. (Controller)
  - b. File 28-91-13. [Airport Administration] Resolution approving a declaration of emergency, electrical equipment failure Station "TR", San Francisco International Airports - \$90,000. (Airports Commission)
  - c. File 61-91-3. [Contract Award Extension] Resolution granting extension of time for awarding Hetch Hetchy Contract No. HH-830, San Joaquin Pipeline No. 2, Repair Mortar Lining, Segment II. (Public Utilities Commission)
  - d. File 68-91-6. [Grant - Federal Funds] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$616,522 made available through the Department of Health and Human Services for a project entitled "San Francisco Gang Prevention Program" and agreeing to provide in kind match in the amount of \$449,447, providing for ratification of action previously taken. (Mayor)
  - e. File 133-91-5. [Grant - State Funds] Resolution authorizing Chief Administrative Officer to apply for up to \$50,000 in grant funding from the California Department of Toxic Substance Control (DTSC) and providing for ratification of action previously taken. (Chief Administrative Officer)

- f. File 143-91-5. [Grant - State Funds] Resolution rescinding Resolution No. 932-91 and authorizing the Chief of Police of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$99,610 which include indirect costs in the amount of \$6,641 or five percent of the total grant award, made available through the Office of Criminal Justice Planning for a project entitled "Gang Violence Suppression Program" and agreeing to provide cash match in the amount of \$33,204; providing for ratification of action previously taken. (Supervisor Hallinan on behalf of Supervisor Gonzalez)
- g. File 146-91-1.1. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, to expend \$93,332 of grant funds which excludes indirect costs from the State Department of Health Services to fund the contractor, Hispanic Headquarters Advertising, to implement a tobacco prevention media campaign targeting Latino youth; companion measures to Files 146-91-1 and 146-91-8. (Department of Public Health)
- h. File 146-91-6.2. [Grant - Funds] Resolution authorizing the Department of Public Health, Homeless Programs, to accept and expend a gift of \$18,412 which excludes indirect costs from Plaza Funding and Comic Relief for the provision of services to the Homeless. (Department of Public Health)
- i. File 146-91-64.1. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuation grant of \$1,820,561, which includes indirect costs of \$205,899 based on twenty percent of personnel costs, from the Department of Health and Human Services, Centers for Disease Control, to continue funding the Epidemiologic Study of the Natural History of HIV/AIDS in Homosexual/Bisexual Men previously enrolled in studies of Hepatitis B Infection, to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
- j. File 146-91-80. [Grant - State Funds] Resolution authorizing the Department of Public Health, Central Office, Community Public Health and Community Mental Health Services, to accept and expend in Fiscal Year 1991-92 funds of up to \$823,196 which includes indirect costs in the amount of approximately \$135,033 based on 16% of the total award from the State Department of Health Services, State Legalization Impact Assistance Grant (SLIAG) for unreimbursed public health care costs of persons who are legalized pursuant to the provisions of the Immigration Reform and Control Act (IRCA), and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Mayor)
- k. File 148-91-12. [Grants - Federal and State Funds] Resolution authorizing Director of Public Works to execute the necessary documents to apply for, accept and expend \$506,100 in Federal and State Funds for seismic retrofit of the six pedestrian overcrossing at Miraloma Drive (Portola) (Br. No. 34C-0039), Steiner Street (Geary) Br. No 34C-0041), Jamestown Way (Br. No. 34C-0047), Harney Way (Br. No. 34C-0048), Army Street Circle (Br. No. 34C-0070) and Gilman Avenue (Br. No. 34C-0071). (Department of Public Works)

- l. File 150-91-1.2. [Grant – Federal Funds] Resolution authorizing Recreation and Park Department to accept and expend a grant in the amount of \$249,900 from the Urban Parks and Recreation Recovery Act for renovation of the Potrero Hill Recreation Center. (Recreation and Park Department)
- m. File 150-91-2.1. [Grant – Federal Funds] Resolution authorizing Recreation and Park Department to accept and expend a grant in the amount of \$189,870 from Land and Water Conservation Funds for Lake Merced Perimeter Walkway Project. (Recreation and Park Department)
- n. File 191-91-2. [Indemnification Agreement] Resolution authorizing an indemnity provision in Design and Construction Agreements between the City and County of San Francisco, acting through the Public Utilities Commission and the State of California. (Public Utilities Commission)
- o. File 57-91-2.2. [Release of Funds] Requesting release of reserved funds, Chief Administrative Officer/Solid Waste Management Program, in the amount of \$568,830, for the Refuse Collection and Disposal Rate Board. (Chief Administrative Officer)
- p. File 100-91-1.7. [Release of Funds] Requesting release of reserved funds, Department of Public Works – Bureau of Environmental Regulation and Management, in the amount of \$100,000, for contractor (Uribe and Associates), for the Wet Weather Waste Minimization Project. (Department of Public Works)
- q. File 101-90-84.2. [Release of Funds] Requesting release of reserved funds, San Francisco Fire Department, in the amount of \$142,082, for construction of thirty-three (33) bayside suction inlets to allow Fire Department pumper easy access to an unlimited water source. (Companion to File 101-90-84, Ord. No. 156-91). (Supervisor Hallinan on behalf of Supervisor Gonzalez)
- r. File 101-91-7.1. [Release of Funds] Requesting release of reserved funds, San Francisco Fire Department, in the amount of \$308,918, for construction of thirty-three (33) bayside suction inlets to allow Fire Department pumper easy access to an unlimited water source. (Companion to File 101-86-84, Ord. No. 110-87). (Supervisor Hallinan on behalf of Supervisor Gonzalez)

ACTION:

#### REGULAR CALENDAR

2. File 100-91-8. Hearing to consider the status of revenues and expenditures, 1991-1992 budget. (Supervisor Hallinan on behalf of Supervisor Gonzalez)

ACTION:

3. File 127-91-13. [Business/Payroll Expense Tax Exemptions] Ordinance amending Article 12-A of Part III of San Francisco Municipal Code (Payroll expense tax ordinance) by amending Section 906 thereof to exempt from tax any tenant of the Port of San Francisco whose principal business is ship repair and whose workforce consists of at least thirty percent San Francisco residents, and to also exempt any subcontractor of any such exempt ship repair business whose workforce consists of at least thirty percent San Francisco residents, provided that it derives at least seventy percent of its revenues from the ship repair industry; and amending Article 12-B of Part III of the San Francisco Municipal Code (Business Tax Ordinance) by adding Section 1005.4 thereto to exempt from tax any tenant of the Port of San Francisco whose principal business is ship repair and whose workforce consists of at least thirty percent San Francisco residents, and to also exempt any subcontractor of any such exempt ship repair business whose workforce consists of at least thirty percent San Francisco residents, provided that it derives at least seventy percent of its revenues from the ship repair industry; operative date. (Supervisor Gonzalez)

(Consideration continued from 11/13/91)

ACTION:

4. File 106-91-6. [Salary and Wage] Resolution fixing highest generally prevailing wage rates, private employment on public contracts. (Civil Service Commission)

(Recommended from A&O Committee 11/12/91 – Fiscal Impact)

ACTION:

5. File 62-91-6. [War Memorial Concession Agreement] Ordinance approving the five year extension of the concession agreement between Restaura, Division of Dial Corporation, and the War Memorial Board of Trustees. (War Memorial and Performing Arts Center)

ACTION:

6. File 79-91-2. [Federal Funding – Community Development] Resolution approving the 1992 Community Development Program and Housing Assistance Plan, authorizing the Mayor on behalf of the City and County of San Francisco to apply for, receive, and expend the City's 1992 Community Development Block Grant (CDBG) entitlement from the U.S. Department of Housing and Urban Development; transfer and expend reprogrammed funds from prior year Community Development Programs up to \$20,093,535, approving expenditure schedules for recipient departments and agencies and for indirect costs, and determining no environmental evaluation is required, authorizing the receipt and deposit in contingencies of 1992 CDBG entitlement funds in excess of \$20,093,535. (Mayor)

ACTION:

## POLICE DEPARTMENT

7. File 101-91-23. [Government Funding] Ordinance appropriating \$37,598, Police Department, for permanent salaries-miscellaneous and related mandatory fringe benefits, for the creation of one position; subject of previous budgetary denial; companion measure to File 102-91-10. RO #91102. (Controller)

### ACTION:

8. File 102-91-10. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Police Department, reflecting the addition of one position (Classification 5320 Illustrator and Art Designer); companion measure to File 101-91-23. (Civil Service Commission)

### ACTION:

## PORT

9. File 101-91-22. [Government Funding] Ordinance appropriating \$185,000, Port Commission, for judgements and claims. RO #91101. (Controller)

### ACTION:

10. File 173-91-9. [Amendment to Terminal Operating Agreement] Ordinance approving Fifth Amendment with Fred F. Noonan Company Inc., to increase service area at Seawall Lot 349 and to provide for annual reporting procedures of sublease revenues. (Port)

### ACTION:

## PUBLIC HEALTH

11. File 101-91-25. [Government Funding] Ordinance appropriating \$95,018, Department of Public Health, Central Office, for permanent salaries-miscellaneous and related mandatory fringe benefits, other current expenses and materials and supplies, for the creation of four positions; companion measure to File 102-91-11. RO #91103. (Controller)

### ACTION:

12. File 102-91-11. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Department of Public Health, Central Office for HIV Youth Outreach by the AIDS Office, reflecting the addition of four positions (Classifications (1) 2819 Assistant Health Educator (2) 9912 Public Service Aide-Technical and (1) 9924 Public Service Aide-Health Services); companion measure to File 101-91-25. (Civil Service Commission)

### ACTION:

13. File 30-91-19. [Mental Health Facility] Resolution adopting Final Environmental Impact Report finding that the construction of Mental Health Skilled Nursing Facility at San Francisco General Hospital will have no significant impact on the environment and making Proposition M findings; companion to Files 101-91-10 and 102-91-5. (City Planning)

(Consideration continued from 10/30/91)

### ACTION:

14. File 101-91-10. [Government Funding] Ordinance appropriating \$23,000,000 Department of Public Health – Community Mental Health Services, for various capital improvement projects, for the creation and deletion of one position; companion to File 102-91-5. (Controller)

(Consideration continued from 10/30/91)

ACTION:

15. File 102-91-5. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Department of Public Health, San Francisco General Hospital, reflecting the addition and deletion of one position Classification A942 Senior Associated Administrator, for the 1987 Mental Health Skilled Nursing Facility Bond Program; companion to File 101-91-10. (Civil Service Commission)

(Consideration continued from 10/30/91)

ACTION:

#### PUBLIC WORKS

16. File 114-91-10. [R-3, Including One and Two Family, Rental Unit License Fee] Amending Building Code by amending Section 333.1 and Housing Code by amending Section 302, to establish a fee to defray the costs of the Bureau of Building Inspection to inspect code violation complaints for R-3 occupancies including one and two family rental units. (Department of Public Works)

(Consideration continued from 11/6/91)

ACTION:

17. File 114-91-11. [B.B.I. Fee Schedule] Amending Building Code by amending Section 333.3, relating to the fee for energy reports and certificates. (Department of Public Works)

(Consideration continued from 11/6/91)

ACTION:

18. File 101-91-27. [Government Funding] Ordinance appropriating \$200,000 for capital improvement project (Civic Center Power House Safety Improvements), Public Works, for Fiscal Year 1991-92. (Controller)

ACTION:



Finance Committee  
Board of Supervisors  
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San Francisco, CA 94102

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ADDENDUM CALENDAR

MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, NOVEMBER 27, 1991 - 2:00 P.M. ROOM 228, CITY HALL

NOV 25 1991

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

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CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

19. File 47-91-15. [Reinstatement of Parking Rates] Resolution reinstating special Sunday parking rates at the Sutter-Stockton Parking Garage; requiring report from the Department of Parking and Traffic by June 1, 1992, analyzing the impact of this legislation. (Supervisor Gonzalez)

(Recommended from Economic & Social Policy Committee 11/20/91 - Fiscal Impact)

ACTION:



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CITY AND COUNTY



Public Library, Documents Dept.  
ATTN: Gerry Roth

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

November 25, 1991

**TO:** ~~Finance Committee~~

DOCUMENTS DEPT.

**FROM:** ~~Budget Analyst - Recommendations~~

NOV 27 1991

**SUBJECT:** November 27, 1991 Finance Committee Meeting

SAN FRANCISCO  
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Item 1a - File 23-91-4

**Item:** Resolution waiving the statute of limitations with respect to payment of certain warrants of the City and County of San Francisco in the sum of \$95,682.96, a legal obligation of the City and County of San Francisco.

**Description:** According to Section 10.181 of the San Francisco Administrative Code, a warrant issued by the City and County of San Francisco becomes void one year from the date issued. The payee of the warrant may present such warrants to the Controller for payment up to three years from the date that it was considered invalid, or four years from the original issue date. After that point, the Controller may no longer issue any warrants because the statute of limitations has expired unless approval is obtained from the Board of Supervisors.

The proposed resolution would waive these statute of limitations and would authorize the Controller's Office to replace the following 15 warrants:

| <u>Name</u>               | <u>Issued</u> | <u>Warrant No.</u> | <u>Amount</u> |
|---------------------------|---------------|--------------------|---------------|
| Gabriela E. Molnar        | 6/15/87       | 550-2301486        | \$1,995.72    |
| Horizon Unlimited of S.F. | 9/24/84       | 530-0372071        | 1,596.23      |
| Pitney Bowes, Inc.        | 9/5/85        | 530-0442139        | 1,281.00      |
| H.S. Crocker, Inc.        | 4/16/86       | 530-0492126        | 1,441.14      |
| Centro Latino de S.F.     | 3/16/87       | 530-0561073        | 2,510.91      |
| Foodmaker, Inc.           | 11/18/85      | 550-3064788        | 1,943.12      |
| Maxi Care Health Plan     | 5/25/87       | 550-2288295        | 16,468.69     |
| Postmaster                | 12/31/86      | 530-0544921        | 9,000.00      |
| Pacific Bell              | 5/15/86       | 530-0499128        | 2,278.49      |
| Regents of the UC         | 8/14/86       | 550-2148853        | 7,858.19      |
| Regents of the UC         | 10/10/86      | 530-0527874        | 3,669.20      |
| Regents of the UC         | 11/20/86      | 530-0536753        | 11,659.67     |
| Regents of the UC         | 10/15/85      | 530-0450952        | 32,251.79     |
| Ernie Azucena             | 12/1/86       | 560-8151822        | 766.12        |
| Richard E. Norris         | 12/8/86       | 560-8151580        | <u>962.69</u> |
|                           |               | Total              | \$95,682.96   |

**Comments:**

1. As reflected above, the requested warrants are between four and a half and seven years old. Ms. Evelyn Alava of the Controller's Office of Special Projects states that all of the above payees were approached by Nelson-Brown Equities, Inc., a private legal firm, to assist the payees to make a claim against the unpaid warrants. Mr. Henry Leigh of the Controller's Office advises that Nelson-Brown Equities, Inc., would collect a fee from the above parties equal to 50 percent, or approximately \$47,841.48, of the amount of the warrants.
2. According to Ms. Alava, all of the payees report that they did not receive their warrants, and have requested that those warrants be reissued.

3. Ms. Alava advises that the Controller's Office automatically cancelled these 15 warrants, which had not been cashed one year after the original issue date. The Controller's Office has verified that it has made no payment on these 15 warrants, Ms. Alava reports.

4. All of the claimants have provided goods or services to the City, Ms. Alava advises.

5. According to Mr. Leigh, the City and County of San Francisco has sufficient funds to fulfill its \$95,682.96 obligation to the above payees. Mr. Leigh reports that, when a warrant is automatically cancelled, the funds are placed in a special General Fund account for the replacement of the warrant upon request.

5. Mr. Ted Lakey of the City Attorney's Office reports that the City is under no legal obligation to pay the expired warrants.

**Recommendation:**

Given that Nelson-Brown Equities, Inc. would receive 50 percent, or approximately \$47,841.48 of the total amount of the warrants and that the City is under no legal obligation to pay the expired warrants, approval of the proposed resolution is a policy matter for the Board of Supervisors.



Item 1b - File 28-91-13

**Department:** Airports Commission

**Item:** Resolution approving a declaration of emergency, electrical equipment failure, Station "TR", San Francisco International Airport.

**Amount:** \$90,000

**Source of Funds:** Facilities Maintenance Utilities Fund

**Description:** The Airport reports that on July 2, 1991 a power failure was reported at the North Terminal of the Main Airport Terminal Complex. Mr. Charles Kwang of the Airport reports that when an electrician was sent to investigate, it was discovered that moisture in the Airport substation "TR" had damaged the air circuit breaker which in turn caused the power outage to the North Terminal. Mr. Kwang reports that the Airport also has a standby power system which subsequently restored power to the North Terminal facilities. However, the Airport reports that in order to maintain electrical system reliability, and thereby provide for public safety, both the power system and the standby power system should be operational.

**Comments:**

1. In accordance with Section 6.30 of the Administrative Code, Mr. Kwang reports that because of the emergency situation, the Airport did not put the construction contract out to bid. Mr. Kwang indicates that instead, the Airport contracted with Westinghouse Electric Corporation, the firm that originally provided the equipment to the Airport, under an expedited contracting procedure. Westinghouse Electric Corporation is neither a MBE, WBE or LBE firm. Mr. Kwang advises that the total cost of the electrical repair work was \$80,125. Therefore, the proposed resolution should be amended to reflect that the cost of the electrical repair work was \$80,125 rather than \$90,000 as indicated on the proposed resolution.
2. Mr. Kwang reports that in addition to replacing the electrical equipment, new insulation and an improved heating system was installed in order to prevent a similar type of equipment failure in the future.
3. Mr. Kwang indicates that the electrical repair work began on July 8, 1991 and was completed on August 2, 1991.

• Memo to Finance Committee  
November 27, 1991

**Recommendation:** Amend the legislation to reflect \$80,125 instead of \$90,000 for the electrical repair work and approve the legislation as amended.

Item 1c - File 61-91-3

**Department:** Public Utilities Commission (PUC)

**Item:** Resolution granting an extension of time for awarding Hetch Hetchy Contract No. HH-830, for the San Joaquin Pipeline No. 2, Repair Mortar Lining, Segment II.

**Description:** The proposed resolution would extend the period of time for the PUC to award a Hetch Hetchy contract to replace approximately 15 miles of interior cement mortar lining in the San Joaquin Pipeline No. 2, located in Stanislaus County (Contract No. HH-830). Section 6.1 of the Administrative Code stipulates that award of contracts over \$50,000 must be made within 30 days after the receipt of bids unless the time for the award is extended by resolution of the Board of Supervisors. Section 6.1 also provides for an additional 30-day period in order to implement or improve a qualifying affirmative action nondiscrimination program, as required by Section 12B of the Administrative Code. Since bids for contract No. HH-830 were received on August 7, 1991, the total 60-day award period extended to October 6, 1991.

This contract is awarded on the basis of which contractor submits a bid with the longest linear footage of cement mortar to be replaced for \$4,000,000. The PUC reports that the Department received qualified bids from the following three companies:

| <u>Company</u>                    | <u>Quantity</u>                     | MBE/WBE/LBE<br><u>Status</u> |
|-----------------------------------|-------------------------------------|------------------------------|
| 1. Creamer Brothers               | 82,641 Linear Feet<br>(15.65 miles) | None                         |
| 2. Healy Tibbitts Builders, Inc.  | 81,000 Linear Feet<br>(15.34 miles) | LBE                          |
| 3. Spiniello Construction Company | 75,000 Linear Feet<br>(14.20 miles) | None                         |

According to Mr. Willie Tsai of the PUC Utilities Engineering Bureau, the additional extension of time is required to award this contract because of the time needed to review the bid protests received from Creamer Brothers and Spiniello Construction Company.

**Comments:**

1. Mr. Tsai advises that Healy Tibbitts Builders, Inc., as a certified LBE, was entitled to a five percent preference, which increased the Company's linear footage bid to 85,050 linear feet (16.11 miles), making it the highest linear footage bidder. The bid protests, submitted by Creamer Brothers and Spiniello Construction Company, disputed the award of the contract to Healy Tibbitts Builders, Inc., based on the fact that Healy Tibbitts did not include minority subcontractor participation. The PUC's General Counsel determined that the protests were without merit because the City does not have any legal requirement that a given contractor must have minority subcontractor participation in order to be considered a qualified bidder. Subsequent to the General Counsel's determination regarding the bid protests, the PUC staff recommended to the PUC that Healy Tibbitts Builders, Inc. be awarded the contract.
2. The PUC is requesting extension of its contract award from the date of October 6, 1991 to October 8, 1991, the day that it approved award of the contract to Healy Tibbitts Builders, Inc., pending approval of the award extension by the Board of Supervisors.

**Recommendation:** Amend the title and the body of the proposed resolution to add language granting an extension of time for awarding Hetch Hetchy Contract No. HH-830 to October 8, 1991, and approve the resolution as amended.

Memo to Finance Committee  
November 27, 1991

Item 1d - File 68-91-6

**Department:** Mayor's Office

**Item:** Resolution authorizing the Mayor's Office to apply for, accept, and expend a continuation grant from the U.S. Department of Health and Human Services, agreeing to provide an in-kind match of \$449,447 and providing for ratification of action previously taken.

**Amount:** \$616,522

**Source of Grant:** Federal funds under the Anti-Drug Abuse Act of 1988, administered by the U.S. Department of Health and Human Services.

**Grant Period:** October 1, 1991 to September 30, 1992

**Project:** San Francisco Gang Prevention Program

**Project Description:** The proposed grant would fund the third year of the S.F. Gang Prevention Program, which is a comprehensive program to prevent and divert youth aged 11-14 from becoming involved with gangs. The funding would continue prevention, diversion, and intervention activities plus an education component and would continue to be administered by the Mayor's Office. The proposed project would include the application of the following services: 1) community-based streetwork outreach and case management; 2) gang/drug prevention education in schools and neighborhood centers; 3) training in family communication, youth leadership and gang negotiation skills; and 4) expanded recreational and social activities for targeted youth.

**Project Budget:**

|                     | <u>Personnel</u> | <u>FTE</u>    |           |
|---------------------|------------------|---------------|-----------|
| Program Director    | 0.10             | \$ 5,300      |           |
| Program Coordinator | 1.00             | 42,380        |           |
| Staff Assistant     | 1.00             | 32,162        |           |
| Clerk Typist        | 1.00             | 22,100        |           |
| Fringe Benefits     |                  | <u>15,940</u> |           |
| Total Personnel     | 3.10             |               | \$117,882 |

Travel 7,000

Office Supplies 4,800

S.F. Wilderness Project 15,000

After-School Recreation Program 49,550

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Contractual Services

|  |               |
|--|---------------|
| S.A.F.E. Inc. (Safety Awareness<br>For Everyone) | \$ 82,003     |
| Youth Newsletter                                 | 6,370         |
| Bayview Hunters Point                            | 45,941        |
| Chinatown Youth Center                           | 45,941        |
| Ella Hill Hutch Comm. Center                     | 45,941        |
| O.M.I. Pilgrim Comm. Center                      | 45,941        |
| Potrero Hill Neighborhood Ctr.                   | 45,941        |
| Real Alternatives Program                        | 45,941        |
| Visitacion Valley Comm. Ctr.                     | <u>45,941</u> |
| Total Contractual Services                       | \$409,960     |

Indirect Costs 12,330

Total Project \$616,522

**Indirect Costs:** \$12,330 or two percent of the total grant award.

**Required Match:** A total of \$391,955 of in-kind services including office space, equipment, and staff support would be contributed (See Comment #2).

**Comments:** 1. As noted above, the proposed grant period began on October, 1991. However, Mr. Patrick Lynch of the Mayor's Office reports that the Mayor's Office has not yet accepted and expended the proposed grant funds. Mr. Lynch notes that the services have continued to be provided through carryforward funds available from the previous year's grant funds. The proposed resolution would provide for ratification of action previously taken. Therefore, the proposed resolution does not have to be amended to authorize the Mayor's Office to apply for, accept and expend the proposed grant retroactively.

2. As noted above, the proposed program would include an in-kind match of \$391,955. \$154,058 would come from various City departments, included in the FY 1991-92 budget. The remaining \$237,897 would come from the various community organizations, which would provide services with the proposed grant funds. The proposed in-kind match from the City would include the following:

|                                     |               |
|-------------------------------------|---------------|
| Mayor's Office                      | \$ 32,308     |
| Juvenile Probation                  | 25,000        |
| Police Department                   | 3,750         |
| Recreation & Park Department        | 63,000        |
| S.F. Unified School District        | <u>30,000</u> |
| <br>Total City In-kind contribution | <br>\$154,058 |

However, the title of the proposed resolution indicates that the in-kind match would be \$449,447. The body of the proposed resolution indicates that the in-kind match would be \$391,955. Therefore, the title of the proposed resolution should be amended to indicate that an in-kind match in the amount of \$391,955 would be provided with the proposed grant.

3. All of the above listed personnel positions are existing positions in the Mayor's Office. Mr. Lynch reports that if grant funds are reduced or terminated then the grant-funded positions would be similarly reduced or terminated.

4. The \$7,000 budgeted for travel would be used to attend Federal grant meetings, workshops, conferences, vehicle mileage reimbursements and for site visits to other jurisdictions.

5. The \$15,000 budgeted for the San Francisco Wilderness Project would be used to provide funds for equipment and travel costs associated with the Police Department sponsored fishing and camping trips for youths. Mr. Lynch indicates that the Police Department would provide eight trips for 20 youths per trip with the funds.

6. Mr. Lynch explains that the After-School Recreation Program, administered by the Recreation and Park Department, enables students at various middle schools to learn video production techniques. The \$49,550 budgeted for the After-School Recreation Program would be used for video equipment, mileage, community van usage and video van staff. Mr. Lynch reports that the video van staff includes two 0.50 FTE 1771 Media Production Specialists, and a 0.50 FTE 9910 Public Service Trainee. These positions are included under the \$49,550 budgeted for the After-School Recreation Program included in the Recreation and Park Department's FY 1991-92 budget, and therefore are not included in the proposed grant budget for Personnel. Mr. Lynch also reports that if grant funds are reduced or terminated, then these grant-funded positions would also be similarly reduced or terminated.

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7. The \$82,003 budgeted for S.A.F.E. Inc. would fund the various non-profit organizations to provide black awareness programs three days a week at San Francisco middle schools.
8. The \$6,370 budgeted for the Youth Newsletter would be used for associated costs for youths to produce their own newsletter. Mr. Lynch reports that the various non-profit organizations funded with the proposed grant funds would assist the youths in producing the Youth Newsletter.
9. The proposed resolution includes indirect costs in the amount of \$12,330 or two percent of the total grant award. However, both the title and body of the proposed resolution should be amended to indicate that indirect costs in the amount of \$12,330 would be included in the proposed grant. Mr. Lynch reports that when the program was set up three years ago, only two percent of the total grant award was used for indirect costs. Therefore, the proposed grant for FY 1991-92 also includes two percent for indirect costs.
10. The Disability Access Checklist as prepared by the Mayor's Office is in the file.
11. Attached is the "Summary of Grant Request" as prepared by the Mayor's Office.

**Recommendations:**

1. Amend the title of the proposed resolution to indicate that an in-kind match in the amount of \$391,955 would be provided with the proposed grant, instead of \$449,447 as indicated on the title of the proposed resolution.
2. Amend both the title and body of the proposed resolution to indicate indirect costs in the amount of \$12,330 would be included in the proposed grant.
3. Approve the proposed resolution as amended.

Dept. of Health & Human Service  
 Person Maria T. Candmil  
 Address 330 C Street S.W.  
 Washington, D.C. 20201  
 Amount Requested \$ 616,522  
 Term: From Oct. 91 To Sept. 92  
 Health Commission

Division PUBLIC SAFETY OFFICE  
 Section Contact Person Thomas Mayfield Jr.  
 Telephone (415) 554-6994  
 Application Deadline  
 Notification Expected  
 Board of Supervisors: Finance Committee  
 Full Board

I. Item Description: (Check appropriate words)  
 Request to (apply for) (accept and expend) a (new) continuation (allocation) (augmentation to a) grant in the amount of \$ 616,522 from the period of Oct. 91 to Sept. 92 to provide A comprehensive program to prevent and divert children services and youth from becoming involved in gangs

II. Summary: (Concise summary, need addressed, reader groups and services and providers)  
 Seven neighborhood-based community agencies providing alternatives to children and youth, through outreach activity, referrals, Wilderness program, Video Van and recreational program.

III. Outcomes/Objectives:

Avoid participation in gang/drug activity  
 Participation in more positive activities

IV. Effects of Reduction or Termination of These Funds:

Total shutdown of program and staff through the community.

V. Financial Information:

|                  | Col. A<br>Two Years Ago | Col. B<br>Past Year/Orie. | Col. C<br>Proposed | Col. D<br>Change | Req. March | Approved by |
|------------------|-------------------------|---------------------------|--------------------|------------------|------------|-------------|
| Grant Amount     | 822,029                 | 822,029                   | 616,522            |                  |            |             |
| Personnel        | 129,682                 | 129,682                   | 129,682            |                  |            |             |
| Equipment        | 16,000                  | 16,000                    | 16,000             |                  |            |             |
| Contract Svc.    | 631,108                 | 631,108                   | 466,040            |                  |            |             |
| Mat. & Supp.     | 4,800                   | 4,800                     | 4,800              |                  |            |             |
| Facilities/Space |                         |                           |                    |                  |            |             |
| Other            |                         |                           |                    |                  |            |             |
| Indirect Costs   |                         |                           |                    |                  |            |             |

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC

P/T CSC

Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 FOR CSC

Will grant funded employees be retained after this grant terminates? If so, how?  
 N/A

VIII. Contractual Services: Open Bid Sole Source



Item 1e - File 133-91-5

**Department:** Chief Administrative Officer  
Solid Waste Management Program

**Item:** Resolution authorizing the Chief Administrative Officer to apply for State grant funding and providing for ratification of action previously taken.

**Amount:** Up to \$50,000

**Source of Funds:** California Department of Toxic Substance Control (DTSC)

**Description:** The proposed funds would be provided pursuant to the provisions of Assembly Bill 4294, which require the State to provide grants for the development of local pollution prevention programs that provide technical assistance to generators of hazardous waste. Small businesses which are Small Quantity Generators of hazardous waste must submit a waste reduction checklist to the City which discloses hazardous waste generated. The proposed grant funds would be used to develop this checklist which businesses could submit. The City's goal is to reduce hazardous waste by 10 to 40 percent by the year 2000.

**Indirect Costs:** \$736 or approximately five percent of the total grant award of \$15,461 (See Comment #1).

**Required Match:** None.

**Comments:**

1. The Solid Waste Management Program has been notified by the State that the proposed grant award will be in the amount of \$15,461. Therefore, the proposed grant award of \$15,461 would include indirect costs in the amount of \$736 or approximately five percent of the total proposed grant award. Therefore, the proposed resolution should be amended to indicate that the proposed grant award would be in the amount of \$15,461. The title and the body of the proposed resolution should also be amended to indicate that indirect costs in the amount of \$736, or approximately five percent of the total grant award would be included.
2. As noted above, the proposed resolution would provide for ratification of action previously taken. Mr. Joe Johnson of the Solid Waste Management Program reports that the Solid Waste Management Program received notification of the availability of funds on October 1, 1991, and the response was due on October 31, 1991.

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**BUDGET ANALYST**

3. The Solid Waste Management Program reports that the proposed grant funds would be used for personnel, operating expenses and contractual services. However, a detailed budget would be submitted to the Board of Supervisors when the Solid Waste Management Program requests authorization from the Board of Supervisors to accept and expend the proposed grant funds.

**Recommendations:**

1. Amend the proposed resolution to indicate that the proposed grant award would be in the amount of \$15,461.
2. Amend the title and the body of the proposed resolution to indicate that indirect costs in the amount of \$736, or approximately five percent of the total proposed grant award, would be included.
3. Approve the proposed resolution as amended.

Item 1f - File 143-91-5

**Department:** Police Department

**Item:** Resolution rescinding Resolution No. 932-91 and authorizing the Chief of Police to apply for, accept and expend a continuation State grant, which includes \$6,641 of indirect costs or five percent of the project budget, and agreeing to provide a cash match, providing for ratification of action previously taken.

**Grant Amount:** \$99,610

**Grant Period:** July 1, 1991 through June 30, 1992

**Source of Funds:** State Office of Criminal Justice Planning (OCJP)

**Project:** Gang Violence Suppression Program

**Description:** This would be the sixth year of funding for the proposed Gang Violence Suppression Program. The proposed grant funds would be used to provide funding for overtime hours incurred by the Police Department's Gang Violence Suppression Unit. Police Department staff would perform identification, arrest and prosecution of gang leaders and gang members for homicide, assault, robbery, drive-by shootings, extortion and drug-related offenses. The Police Department staff would also pro-actively gather gang intelligence information and attend community meetings to educate the public in dealing with gang violence and prevention.

| <b>Project Budget:</b>                        | <u>Amount</u> |
|---|---------------|
| <u>Personnel (Overtime Hours)</u>             |               |
| 1 Lieutenant (@ 176 hours at @ \$46.21 hr.)   | \$ 8,133      |
| 6 Inspectors (@ 1,232 hours at @ \$40.44 hr.) | 49,822        |
| 9 Officers (@ 1,764 hours at @ \$34.88 hr.)   | 61,539        |
| 2 Clerks (@ 96 hours at @ \$21.19 hr.)        | <u>2,034</u>  |
| Total Personnel                               | 121,528       |
| <u>OCJP Training</u>                          |               |
| N. California Conference                      | 522           |
| S. California Conference                      | <u>795</u>    |
| Total Training                                | 1,317         |
| <u>OCJP Audit</u>                             | 1,328         |
| <u>Telephone</u>                              |               |
| Monthly cellular telephone service            | 2,000         |

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**BUDGET ANALYST**

|                        |   |                 |
|------------------------|---|-----------------|
|                        | <u>Indirect Costs</u>   | <u>\$ 6,641</u> |
|                        | Total Project Budget  | \$132,814       |
| <b>Indirect Costs:</b> | \$6,641 or five percent of the total project budget of \$132,814.   |                 |
| <b>Required Match:</b> | \$33,204 or 25 percent of the total project budget of \$132,814, included in the Police Department's FY 1991-92 budget.   |                 |
| <b>Comments:</b>       | <p>1. As noted above, the proposed resolution would rescind Resolution No. 932-91 (File 143-91-2) which had authorized the Chief of Police (File 143-91-2) to apply for, accept and expend State grant funds in the amount of \$103,603 from the OCJP. Since then, the OCJP has reduced the award amount to \$99,610, thereby reducing the cash match from \$34,534 to \$33,204 and reducing the indirect costs from \$6,907 to \$6,641. Therefore, the proposed resolution would authorize the Chief of Police to apply for, accept and expend the reduced grant amount of \$99,610, to provide a reduced cash match of \$33,204 and reducing the indirect costs to \$6,641.</p> <p>2. Also as noted above, the grant period began on July, 1, 1991. Sergeant Leon Crouere of the Police Department reports that the Police Department has already applied for the proposed grant funds. Sergeant Crouere indicates that the Police Department has not yet accepted or expended any of the proposed grant funds, or incurred any overtime hours which could be charged to the State OCJP. Rather these costs would be incurred for approximately a seven month period beginning on December 1, 1991. As noted above, the State OCJP has subsequently reduced the proposed grant award since July 1, 1991. However, the proposed resolution would provide for ratification of action previously taken. Therefore, the proposed resolution does not have to be amended to authorize the Chief of Police to apply for the proposed grant retroactively.</p> <p>3. Sergeant Crouere reports that the budgeted Personnel Overtime hours reflect a night differential premium for the Lieutenant, Inspectors' and Officers, and an overtime rate for the Clerk positions.</p> <p>4. The \$2,000 budgeted for monthly cellular telephone service would be used for telephone services only and not for the purchase of any additional cellular phones. Sergeant Crouere reports that the cellular phones are needed as communication for Investigators during surveillances which lead to gang raids and arrests.</p> |                 |

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5. The \$99,610 in proposed grant funds, not including the required City match, for FY 1991-92 is \$5,390 or approximately 5.1 percent less than the FY 1990-91 grant award of \$105,000.
6. The Police Department has completed a "Summary of Grant" request, including the local match, which is attached.
7. The Police Department has completed a "Disability Access Checklist" which is in the file.

**Recommendation:** Approve the proposed resolution.

No. \_\_\_\_\_

## Summary of Grant Request

Rev. 4/10/90

|                  |                                     |                       |                       |                      |   |
|------------------|-------------------------------------|-----------------------|-----------------------|----------------------|---|
| Grantor          | Office of Criminal Justice Planning | Address               | 1130 K St., Suite 300 | Police Dept.         | Police Dept.                            |
| Contact Person   | Stan Harkness                       | Section               | Gang Task Force       | Contact Person       | Sgt. Leon Crouere                       |
| Telephone        | 415-553-1404                        | Telephone             | 415-553-1404          | Application Deadline | Application Deadline                    |
| Amount Requested | \$ 138,137.00                       | Notification Expected | Notification Expected | Health Commission    | Board of Supervisors: Finance Committee |
| Term:            | From 07/01/91 To 06/30/92           | Board of Supervisors  | Full Board            |                      |   |

I. Item Description: Request to (apply for) (accrue and expend) a (X) (continuation) (cancel) (supersede) grant in the amount of \$ 99,610 from the period of 07/01/91 to 06/30/92 to provide Gang Suppression (i.e. arrest, prosecution, of Gang people services.

II. Summary: (Concise, and accurate) This is the 6th year of the Office of Criminal Justice Planning grant for Gang Violence Suppression. There are no changes for this year's Grant from last year. The total grant budget is \$138,137.00. The State of California provides \$99,610 (75%) and the City and County of SF provides a cash match of \$31,204 (25%) already set aside in the 91-92 Police budget.

III. Outcomes/Objectives: Identification, arrest and prosecution of gang leaders and gang members for homicide, assault, robbery, drive by shootings, extortion and drug related offences. Make the community aware of gang problems and solutions.

IV. Effects of Reduction or Termination of These Funds:

The on going battle against gang members and the violence that stems from gang incidents would not be able to be addressed due to the lack of police presence that is provided by the additional money that the grant makes available for officers to work. There are no other funds available

V. Financial Information: to support this program.

|                  | Col. A        | Col. B          | Col. C    | Col. D | Req. Match | Approved by |
|------------------|---------------|-----------------|-----------|--------|------------|-------------|
|                  | Two Years Ago | Prev Year/Orig. | Proposed  | Change |            |             |
| Grant Amount     | 140,000       | 140,000         | \$132,814 |        | \$33,204*  |             |
| Personnel        | 112,070       | 128,655         |           |        |            |             |
| Equipment        | 6,700         |                 |           |        |            |             |
| Contract Svc.    |               |                 |           |        |            |             |
| Mat. & Supp.     |               |                 |           |        |            |             |
| Facilities/Space |               |                 |           |        |            |             |
| Other            | 14,230        | 4,345           |           |        |            |             |
| Indirect Costs   | 7,000         | 7,000           | 6,641     |        |            |             |

\*Included in \$132,814 grant budget amount.

VI. Data Processing

(Indicate above)

VII. Personnel

|             |    |
|-------------|----|
| F/T CSC     | 18 |
| P/T CSC     |    |
| Contractual |    |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: Regular salaries are paid by City and County of San Francisco for Police officers. The grant pays for additional overtime hours for police officers. Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exceptions Form)

Item 1g - File 146-91-1.1

**Department:** Department of Public Health (DPH),  
Community Public Health

**Item:** Resolution authorizing the Department of Public Health, to expend \$93,332 of grant funds, which excludes indirect costs, from the State Department of Health Services to acquire the services of a contractor, Hispanic Headquarters Advertising to implement a tobacco prevention media campaign targeting Latino youth.

**Grant Amount:** \$93,332

**Source of Grant:** State Department of Health Services

**Grant Period:** January 1, 1991 to December 31, 1992 (two years)

**Project Description:** The Board of Supervisors previously approved legislation (File 149-91-1), authorizing the DPH to apply for, and accept a State Department of Health Services grant of Proposition 99 - Tobacco Tax monies in the amount of \$1,595,327. At the same time, the Board of Supervisors reduced the authorization for expenditure of the \$1,595,327 by \$212,070 to \$1,383,257, pending the DPH's identification of two professional services contractors. These grant funds were designated to fund Phase III of the Comprehensive Tobacco Control Plan. Under the Plan, \$652,517 was budgeted for Professional Services for Phase III. DPH proposed to contract with 10 community-based organizations for the provision of these professional services. At the time DPH submitted its request for authorization to expend the grant funds, the Department had identified only eight of the 10 organizations. The estimated cost of these two outside contracts was \$212,070.

**Comments:** 1. Ms. Alyonik Hrushow, of the DPH, reports that the Department recently selected Hispanic Headquarters Advertising to provide a tobacco prevention media campaign aimed at targeting Latino youth. The contract amount for these services is \$93,332. The contract will commence as soon as contract certification is completed by the Department. The contract services will expire November 30, 1992. The contract would pay for the following: (1) .51 FTE staff - \$26,832, (2) Media Advertising - \$18,064, (3) Operating Expenses \$40,730 and (4) Administrative Overhead - \$7,706. This would leave a balance of \$118,738 (\$212,070 less \$93,332) for the second contractor. Ms. Hrushow advises that the second

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professional services contractor has not, as yet, been identified.

2. As noted above, the grant has a start-up date of January 1, 1991. The DPH reports that no expenditures have been incurred against the proposed \$93,332.
3. Attached is a "Summary of Grant Request", as prepared by DPH, for the original grant amount of \$1,595,327.
4. The DPH has submitted a Disability Access Checklist for Hispanic Headquarters Advertising, which is in the file.

**Recommendation:** Approve the proposed resolution.

California Department of Health Services

Grantor: Tobacco Control SectionDivision Community Public Health Svcs.Contact Person Dileep G. Bal, M.D.Section Bureau of health Promotion & EducationAddress 6007 Folsom Blvd., 2nd Fl.Contact Person Alyonik HrushowSacramento, CA 95819Telephone 554-2742

Amount Requested \$ \_\_\_\_\_

Application Deadline NATerm: From 1/1/91 To 12/31/92Notification Expected NAHealth Commission \_\_\_\_\_ Board of Supervisors: Finance CommitteeFull Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ \_\_\_\_\_ from the period of \_\_\_\_\_ to \_\_\_\_\_ to provide \_\_\_\_\_ services.

II. Summary: (Context/history; need addressed; number + groups served; services and providers)

AUTHORIZING ADOPTION OF THE COMPREHENSIVE TOBACCO USE CONTROL PLAN AND BUDGET, FOR THE PERIOD OF JANUARY 1, 1991, TO DECEMBER 31, 1992. (REQUEST FOR AUTHORIZATION TO APPLY FOR, ACCEPT AND EXPEND GRANT FUNDS UNDER THIS PLAN AND BUDGET IS TO BE CONSIDERED ELSEWHERE ON THE HEALTH COMMISSION AGENDA OF DECEMBER 18, 1990.)

III. Outcomes/Objectives:

\_\_\_\_\_

\_\_\_\_\_

IV. Effects of Reduction or Termination of These Funds:

\_\_\_\_\_

\_\_\_\_\_

V. Financial Information:

|                  | <u>Col. A</u><br>Two Years Ago | <u>Phase I</u><br>and II<br>Past Year/Orig. | <u>Phase</u><br>III<br>Proposed | <u>Col. D</u><br>Change | <u>Req. Match</u> | <u>Approved by</u> |
|------------------|--------------------------------|---|---------------------------------|-------------------------|-------------------|--------------------|
| Budgeted         |                                |   |                                 |                         |                   |                    |
| Grant Amount     |                                | <u>\$1,603,952</u>                          | <u>\$1,878,048</u>              |                         |                   |                    |
| Personnel        |                                | <u>641,790</u>                              | <u>907,471</u>                  |                         |                   |                    |
| Equipment        |                                | <u>1,635</u>                                | <u>3,250</u>                    |                         |                   |                    |
| Contract Svc.    |                                | <u>699,435</u>                              | <u>652,517</u>                  |                         |                   |                    |
| Mat. & Supp.     |                                | <u>63,749</u>                               | <u>67,375</u>                   |                         |                   |                    |
| Facilities/Space |                                |   |                                 |                         |                   |                    |
| Other            |                                | <u>127,678</u>                              | <u>137,775</u>                  |                         |                   |                    |
| Indirect Costs   |                                | <u>69,665</u>                               | <u>109,660</u>                  |                         |                   |                    |

VI. Data Processing:

Less carryforward funds  
from the Phase I and II grant

282,721

(continued on)

|                       |  |                    |
|-----------------------|--|--------------------|
| <u>VII. Personnel</u> | Funds available from<br>this Grant Request | <u>\$1,595,327</u> |
| F/T CSC               |  |                    |
| P/T CSC               |  |                    |
| Contractual           |  |                    |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

\_\_\_\_\_

Will grant funded employees be retained after this grant terminates? If so, How?

\_\_\_\_\_

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach request for Exemption Form)



Item 1h - File 146-91-6.2

**Department:** Department of Public Health (DPH), Homeless Program

**Item:** Resolution authorizing the DPH to accept and expend a gift which excludes indirect costs, because those costs are not permitted by the giver, for the provision of services to the homeless.

**Amount of Grant:** \$18,412

**Source of Grant:** Plaza Funding and Comic Relief, Inc., a national non-profit organization established to raise funds for homeless programs

**Project:** Medical and Social Services for the Homeless

**Description:** The proposed gift would fund a study to make recommendations to homeless shelters regarding the prevention of tuberculosis, and to fund expanded services in shelter clinics.

**No. of Persons to be Served:** Population of homeless using San Francisco shelters

**Project Budget:** The budget for the proposed project is as follows:

|                                 |              |
|---------------------------------|--------------|
| Engineering Consulting Supplies | \$5,300      |
| Telephone and Pagers            | 2,312        |
| Equipment Purchase              | 3,300        |
| Subtotal Operations             | <u>7,500</u> |
| Total Project Budget            | \$18,412     |

**Indirect Costs:** None

**Local Match:** None

**Comments:** 1. Mr. Fred Milligan of the Department of Public Health advises that the \$18,412 is an unrestricted gift from Plaza Funding and Comic Relief, Inc., a non-profit organization. Mr. Milligan advises that this gift is not a part of a previous grant received from Comic Relief, Inc. (File 146-91-6), but is a completely separate and distinct gift. According to Mr. Milligan, because this money is an unrestricted gift and not a grant, the DPH was not required to submit an application for these funds.

2. The DPH has elected to spend the proposed gift on a study to make recommendations regarding the prevention of the spread of tuberculosis in homeless shelters, Mr. Milligan reports, because large numbers of those staying in shelters have been exposed to tuberculosis.
3. According to Mr. Milligan, the DPH has chosen Fisher O'Connell Associates, Inc., an LBE firm, as its engineering consultant because that firm has expertise in the area of tuberculosis engineering studies.
4. Mr. Milligan advises that the \$7,500 in equipment costs includes fine air filters that can filter out tuberculosis for installation in San Francisco homeless shelters. Equipment costs also include furniture and medical equipment for shelter clinics.
5. Mr. Milligan reports that the DPH has already received the gift of cash, but is waiting for Board of Supervisors approval before expending it. Therefore, the proposed resolution should be amended to give the DPH retroactive approval to accept the proposed gift.

**Recommendation:**

Amend the proposed resolution to authorize the DPH to accept the proposed gift retroactively. Approve the proposed resolution as amended.

Item 1i - File 146-91-64.1

**Department:** Department of Public Health (DPH),  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health to accept and expend a continuation grant, which includes indirect costs of \$205,899 based on 20 percent of total salaries and authorizing the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

**Grant Amount:** \$1,820,561

**Source of Grant:** Department of Health and Human Services,  
Centers for Disease Control (CDC)

**Grant Period:** November 1, 1991 to October 31, 1992

**Project:** Epidemiologic Study of the Natural History of HIV/AIDS in Homosexual/Bisexual Men previously enrolled in studies of Hepatitis B Infection

**Description:** Between 1978 and 1980, the Department of Public Health and the Centers for Disease Control conducted an epidemiologic study of Hepatitis B among 6,705 homosexual and bisexual men. As part of this study, blood samples were drawn from all participants, and unused samples were frozen and stored at the CDC.

Since 1982, the DPH and CDC have conducted epidemiologic, clinical and laboratory AIDS and HIV infection studies of this group. The proposed grant would fund a continuation of this research project. Areas of research have included the prevalence of HIV infection, behavioral and biological risk factors, the incidence, prevalence, and natural history of AIDS, assessment of health care payment and utilization, and early intervention for HIV infection.

**No. of Persons to be Served:** 6,705 participants

**Grant Budget:**

| <u>Personnel</u>                       | <u>FTE</u>   |
|--|--------------|
| Supervising Physician Specialist       | 1.0 \$84,904 |
| Epidemiologist III                     | 1.0 54,076   |
| Principal Disease Control Investigator | 1.0 46,752   |
| Sr. Disease Control Investigator       | 2.0 83,814   |
| Disease Control Investigator           | 7.0 260,772  |
| Secretary II                           | 2.0 66,386   |
| Sr. Clerk Typist                       | 1.0 31,996   |

BOARD OF SUPERVISORS  
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|  |       |                    |
|--|-------|--------------------|
| Sr. Programmer Analyst                                     | 1.0   | \$52,459           |
| Statistician   | 1.0   | 36,902             |
| Control Clerk  | 1.58  | 70,788             |
| Physician Specialist                                       | 2.08  | 170,132            |
| Epidemiologist II  | 1.08  | 47,952             |
| Medical Social Worker                                      | .50   | <u>22,558</u>      |
| <br>   |       |                    |
| Total Positions and Salaries                               |       | \$1,029,491        |
| Fringe Benefits (26 percent)                               |       | <u>267,667</u>     |
| <br>   |       |                    |
| Total Personnel  | 22.24 | \$1,297,158        |
| <br>   |       |                    |
| <u>Travel</u>  |       |                    |
| Local  |       | 4,810              |
| Out-Of-Jurisdiction (mandated trips<br>to funding agency)  |       | <u>33,250</u>      |
| Total Travel   |       | 38,060             |
| <br>   |       |                    |
| <u>Materials and Supplies</u>                              |       |                    |
| PC Workstation   |       | 9,741              |
| Office Supplies  |       | 5,161              |
| Office Equipment   |       | 3,480              |
| Clinical Supplies  |       | 8,788              |
| Educational Materials                                      |       | 1,200              |
| Laboratory Supplies  |       | <u>34,000</u>      |
| Total Materials and Supplies                               |       | 62,370             |
| <br>   |       |                    |
| <u>Clinical Lab Services</u> (see Comment 5)               |       | 78,250             |
| <br>   |       |                    |
| <u>Operating Expenses</u>                                  |       |                    |
| Rent (25 Van Ness research branch)                         |       | 60,523             |
| Telephone  |       | 28,248             |
| Dedicated Line to Centers for<br>Disease Control Mainframe |       | 18,000             |
| Postage  |       | 3,741              |
| Delivery/Courier Services                                  |       | 5,800              |
| Reproduction   |       | 10,730             |
| Printing   |       | 3,920              |
| Advertising  |       | 2,135              |
| Staff Training   |       | 550                |
| Mainframe Computer Support                                 |       | 3,000              |
| Computer Manuals   |       | 252                |
| National Death Index Fees                                  |       | 825                |
| Death Certificate Purchases                                |       | <u>1,100</u>       |
| Operating Expenses Total                                   |       | 138,824            |
| <br>   |       |                    |
| <u>Indirect Costs</u> (20 percent of total salaries)       |       | <u>205,899</u>     |
| <br>   |       |                    |
| <b>TOTAL BUDGET</b>  |       | <b>\$1,820,561</b> |

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Local Match:** None

**Comments:**

1. Mr. Tim Piland of the DPH advises that the AIDS Office submitted its request for authorization to accept and expend the proposed grant to the Health Department in mid-September, 1991, in order to receive authorization before the November 1, 1991, start-date. Ms. Lucille Berlew-Lawler, Grants Coordinator for the DPH, reports that under ideal conditions, an application takes two to four weeks to reach the Board of Supervisors after it has been received by her office. Ms. Berlew-Lawler advises that before being forwarded to the Board of Supervisors, the application must be authorized by the Health Commission (which meets every two weeks) and signed by the Controller and the Mayor. Ms. Berlew-Lawler further advises that delays, such as continuations by the Health Commission or difficulty in getting signatures, are not uncommon.

According to Mr. Piland, the Epidemiologic Study has been operating since the beginning of the grant period, or November 1, 1991 in anticipation of receiving the proposed grant. Therefore, the proposed grant should be amended to authorize the Department to accept and expend a continuation grant, retroactively.

The Department is currently expending General Fund monies to support these services. According to Mr. Piland, the proposed grant would reimburse the General Fund for these expenses. According to Mr. John Madden of the Controller's Office, the Controller is working with the DPH to identify alternative sources of funds (i.e., salary savings) to bridge the funding gap between the expiration of the prior grant and the formal notice of approval of the new grant.

2. The Department received authorization from the Board of Supervisors to apply for the proposed grant on September 11, 1991 (Resolution 775-91).
3. According to Mr. Piland, if the proposed grant were reduced or terminated, grant-funded positions would be reduced or terminated accordingly. The proposed grant would provide for 22.24 FTEs.
4. The proposed resolution would "establish and finance Civil Service positions" for the provision of the proposed program. As noted above, the proposed grant is a continuation of existing funding. According to Mr. Piland, no new positions would be provided under the proposed grant, since the 22.24 FTEs noted above were established under the previous grant.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Therefore, the proposed legislation should be amended to "continue financing Civil Service positions."

5. Mr. Piland advises that clinical lab services would be provided by Damon Clinical Lab Services, a firm chosen in 1989 through a competitive bid process under Human Rights Commission guidelines. According to Mr. Piland, the current three-year contract began in 1990-91 would be competitively bid again in 1993-94.

6. The proposed grant amount of \$1,820,561 would be \$377,435, or 17 percent, less than the previous grant of \$2,197,996.

7. The DPH has prepared a Disability Access Checklist, a copy of which is in the file.

8. Attached is the "Summary of Grant Request" as prepared by the DPH.

**Recommendations:** 1. Amend the proposed resolution to "continue financing" Civil Service positions instead of "establish and finance" Civil Service positions.

2. Amend the proposed resolution to authorize the DPH to accept and expend the proposed grant retroactively.

3. Approve as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

## Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor Dept of Health and Human Services  
 Contact Person Lin Dixon/Scott Holmberg  
 Address 1600 Clifton Road  
Atlanta, GA 30333  
 Amount Requested \$ 1,820,561  
 Term: From 11-1-91 To 10-31-92  
 Health Commission 10-15-91 Board of Supervisors: Finance Committee  
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (all extension) (for a new contract) grant in the amount of \$1,820,561 from the period of 11-1-91 to 10-31-92 to provide AIDS/Hep B Infection Epi Study (AKA Clinic Study) services.

## II. Summary: (Country and address; number of people served; services and providers)

The Clinic Study conducts epidemiologic research of the natural history of HIV infection in homosexual/bisexual males in San Francisco who were previously enrolled in studies of hepatitis b (or a comparison group). 1991-92 study period represents the fifth year of a five-year project period; we expect the project to be renewed for another five years.

## III. Outcomes/Objectives:

To determine the prevalence and incidence of HIV infection and AIDS, identify behavioral and biological factors associated with HIV seroconversion and disease progression in a well-established cohort of homosexual and bisexual men.

## IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of these funds would inhibit the research capability of the AIDS Office in determining the natural history of HIV infection.

## V. Financial Information:

| Col. A           | Col. B           | Col. C           | Col. D           | Req. Match      | Approved by |
|------------------|------------------|------------------|------------------|-----------------|-------------|
| Two Years Ago    | Past Year/Orig.  | Proposed         | Change           |                 |             |
| Grant Amount     | <u>1,886,196</u> | <u>2,197,996</u> | <u>1,820,561</u> | <u>-377,435</u> | <u>none</u> |
| Personnel        | <u>1,138,692</u> | <u>1,381,986</u> | <u>1,297,158</u> | <u>- 84,828</u> |             |
| Equipment        | <u>20,952</u>    | <u>9,200</u>     | <u>9,741</u>     | <u>+ 541</u>    |             |
| Contract Svc.    | <u>329,467</u>   | <u>330,813</u>   | <u>78,250</u>    | <u>-252,563</u> |             |
| Mat. & Supp.     | <u>25,820</u>    | <u>31,800</u>    | <u>52,629</u>    | <u>+ 20,829</u> |             |
| Facilities/Space | <u>78,066</u>    | <u>81,426</u>    | <u>60,523</u>    | <u>- 20,903</u> |             |
| Other            | <u>110,069</u>   | <u>138,520</u>   | <u>116,361</u>   | <u>- 22,159</u> |             |
| Indirect Costs   | <u>183,130</u>   | <u>224,251</u>   | <u>205,899</u>   | <u>- 18,352</u> |             |

## VI. Data Processing

(was included above) 4,500 5,850 9,741 \_\_\_\_\_

## VII. Personnel

|             |              |              |              |       |
|-------------|--------------|--------------|--------------|-------|
| F/T CSC     | <u>21.00</u> | <u>25.00</u> | <u>22.24</u> | _____ |
| P/T CSC     | _____        | _____        | _____        | _____ |
| Contractual | _____        | _____        | _____        | _____ |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No.

VIII. Contractual Services: Opeo Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (Use one line, even though for two projects)

One contract to be renewed; previously RFP 032-89.



Item 1j - File 146-91-80

**Department:** Department of Public Health (DPH),  
Central Administration

**Item:** Resolution authorizing the Department of Public Health, to accept and expend funds of up to \$823,196 which includes indirect costs in the amount of approximately \$135,033 based on 16 percent of the total award from the State Department of Health Services. These monies are for unreimbursed public health care costs of persons who are legalized pursuant to the provisions of the Immigration Reform and Control Act (IRCA). The legislation would additionally authorize the expenditure of funds to establish and finance Civil Service positions for the provision of these services.

**Amount:** Up to \$823,196

**Source of Funds:** State Department of Health Services, State Legalization Impact Assistance Grant (SLIAG)

**Term:** July 1, 1991 to June 30, 1992

**Project Description:** This would be the fifth year of funding for the proposed State allocation. This State allocation would reimburse the City for costs which are not reimbursable from any other funding source, for the provision of public health services to newly legalized persons under the provisions of the Immigration Reform and Control Act of 1986 (IRCA). Funds for the proposed SLIAG allocation are used for preventative health care, such as immunization services. This program complements the Legalized Indigent Medical Assistance (LIMA) Program, which provides diagnosis and treatment health services to legalized persons under the provisions of IRCA.

The State reimburses the City for the provision of these public health services, after the DPH submits quarterly cost reports for unreimbursed net costs (expenditures less revenues). The City provides these services through the DPH, Central Office and the Division of Mental Health, Substance Abuse and Forensic Services.

**Required Match:** None

**Indirect Costs:** \$135,033 (16 percent of total award)

**Comments:**

1. The proposed State allocation covers preventative health care costs incurred between July 1, 1991 and June 30, 1992. The State allocation is received after the costs have been incurred by DPH. To date, DPH has not accepted the State allocation of funds. Therefore, the proposed resolution does not have to be amended to authorize the DPH to accept and expend the State allocation retroactively.
2. Ms. Nini Leigh, of the DPH, reports that SLIAG funds were included as revenues in the Department's 1991-92 budget in the estimated amount of \$823,196.
3. The proposed State allocation, in contrast to a State grant, is a direct allocation of funds and does not require that the DPH submit an application to the State. Therefore, the proposed resolution only includes authorization to accept and expend the proposed State allocation.
4. The proposed resolution would authorize the DPH to accept and expend funds up to \$823,196, and would additionally, "authorize the expenditure of funds to establish and finance Civil Service positions for the provision of these services." This clause is intended to be used for funds which create new Civil Service positions. These funds are a continuing State allocation and the positions that are supported by this allocation are existing positions within DPH. As such, the proposed resolution should be amended to replace the "establish and" clause included in the proposed resolution, with a clause that reads "to authorize the expenditure of the State allocation to continue financing Civil Service positions for the provision of these services."
5. Attached is a "Summary of Grant Request, as prepared by DPH, for this State allocation.
6. The DPH has submitted a Disability Access Checklist, which is in the file.

**Recommendation:** Amend the proposed resolution to replace the "establish and" clause included in the proposed resolution, with a clause that reads "to authorize the expenditure of the State allocation to continue financing Civil Service for the provision of these services," and approve the proposed resolution as amended.

Contact Person Peter Abbott, M.D.  
 Address 713/744 "P" Street  
Sacramento, CA 95814  
 Amount Requested \$ 823,196  
 Term: From 7/1/91 To 6/30/92

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to apply for (accept and expend) a grant (continuation) (allocation) SLIAG to provide SLIAG - funded health care services.

II. Summary: (Conciseness and accuracy; number of persons served; services and providers)  
 This allocation would reimburse the county for otherwise unreimbursable costs of health care for persons legalized under provision of the Immigration Reform and Control Act (IRCA). Funds are allocated not by actual services delivered but by State estimates of the number of legalized aliens for San Francisco.

III. Outcomes/Objectives:  
 A broad range of public health services are provided to newly legalized persons.

IV. Effects of Reduction or Termination of These Funds:  
 The Department would reduce services but specific reductions are unidentified at this time.

V. Financial Information:

|                  | Col. A<br>Two Years Ago | Col. B<br>Past Year/Orig. | Col. C<br>Proposed | Col. D<br>Change | Rec. Match | Approved by |
|------------------|-------------------------|---------------------------|--------------------|------------------|------------|-------------|
| Grant Amount     | \$550,000               | * \$700,000               | * \$823,196        | \$223,196        |            |             |
| Personnel        |                         |                           |                    |                  |            |             |
| Equipment        |                         |                           |                    |                  |            |             |
| Contract Svc.    |                         |                           |                    |                  |            |             |
| Mat. & Supp.     |                         |                           |                    |                  |            |             |
| Facilities/Space |                         |                           |                    |                  |            |             |
| Other            |                         |                           |                    |                  |            |             |
| Indirect Costs   |                         |                           |                    |                  |            |             |

VI. Data Processing  
 (as indicated above) \_\_\_\_\_

|             | 13 | 13 | *13 |  |  |
|-------------|----|----|-----|--|--|
| F/T CSC     |    |    |     |  |  |
| P/T CSC     |    |    |     |  |  |
| Contractual |    |    |     |  |  |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?  
 No \_\_\_\_\_

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (Indicate, with Request for Estimate Form)

\* Precise figures will be available only after cost reports are completed and filed.



Memo to Finance Committee  
November 27, 1991

Item 1k - File 148-91-12

**Department:** Department of Public Works (DPW)  
Bureau of Engineering

**Item:** Resolution authorizing the Director of Public Works to execute the necessary documents to apply for, accept and expend Federal and State funds for the seismic retrofit of the six pedestrian overcrossings at Miraloma Drive, at Steiner Street, at Jamestown Way, at Harney Way, at Army Street Circle and at Gilman Avenue.

**Grant Amount:** \$506,100

**Grant Period:** December, 1991 through December, 1992

**Source of Funds:** U.S. Department of Transportation and California Department of Transportation

**Description:** Federal and State funds under the Local Seismic Safety Retrofit Program, administered by the California Department of Transportation have been made available for seismic retrofit of bridges in the State. The DPW reports that based upon studies and inspections completed by the DPW, the following six pedestrian overcrossings require retrofitting for proper functioning and safety during an earthquake: at Miraloma Drive and Portola, at Steiner Street and Geary, at Jamestown Way, at Harney Way, at Army Street Circle and at Gilman Avenue. These six pedestrian overcrossings have been given a high priority from the Local Agency Seismic Project Priority List for seismic retrofit. The Local Agency Seismic Project Priority List is prepared by the California Department of Transportation.

**Project Budget:**

|  |  |               |
|--|--|---------------|
| <u>Contractual Services</u>  |  |               |
| Construction Contract  |  | \$438,182     |
| Contingencies (Approximately 10 percent of<br>Construction contract) |  | <u>43,818</u> |
| Total Contractual Services   |  | \$482,000     |
| <u>DPW Design Engineering</u> 56,562                                 |  |               |
| <u>DPW Inspection</u> 56,562   |  |               |

|                        |  |               |
|------------------------|--|---------------|
|                        | <u>DPW Overhead</u>  | 75,296        |
|                        | <u>Indirect Costs</u>  | <u>52,580</u> |
|                        | Total Project Budget   | \$723,000     |
| <b>Indirect Costs:</b> | \$52,580 or approximately seven percent of the total project budget.   |               |
| <b>Local Match:</b>    | \$269,608 to be funded through the DPW's FY 1991-92 half-cent sales tax allocation.  |               |
| <b>Comments:</b>       | 1. Mr. David Leung of the DPW reports that the DPW does not have to apply for the proposed funds. Rather, Mr. Leung indicates that the California Department of Transportation notified the DPW that based upon the State's inventory of bridges and overcrossings eligible for seismic upgrading, the State informed the DPW that the above-listed six pedestrian overcrossings would be eligible for funds to retrofit these structures. Therefore, the proposed resolution should be amended to delete the "apply for" clause from the proposed resolution. |               |

2. As reflected in the above budget, the total proposed project costs would be \$723,000. The breakdown of the source of funds would be as follows:

|                |   |
|----------------|---|
| \$361,871      | U.S. Department of Transportation       |
| 91,521         | California Department of Transportation |
| <u>269,608</u> | FY 1991-92 Half-Cent Sales Tax Revenues |
| \$723,000      | Total                                   |

As noted above, the total amount of the Federal and State funds which the DPW would receive is \$453,392 (\$361,871 - U.S. Department of Transportation and \$91,521 - California Department of Transportation). Therefore, the proposed resolution should be amended to authorize the DPW to accept and expend Federal and State funds in the amount of \$453,392 instead of \$506,100 as indicated on the proposed resolution. The \$269,608 in funds from the Half-Cent Sales Tax Revenues have been approved as part of the DPW's Half-Cent Sales Tax allocation for FY 1991-92.

3. As noted above, indirect costs in the amount of \$52,580 would be included in the proposed resolution. Therefore, the title and the body of the proposed resolution should be amended to indicate that the proposed grant funds would include indirect costs in the amount of \$52,580, which is approximately seven percent of the total project budget.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

4. Mr. Leung reports that the contractor for the proposed project has not yet been selected. However, Mr. Leung reports that the DPW anticipates issuing a bid for the contract in January, 1992. Therefore, the Budget Analyst recommends reserving the \$482,000 budgeted for contractual services pending the MBE/WBE/LBE status of the contractor and finalized cost details.
5. According to Mr. Leung, the \$56,562 budgeted for the DPW's Design Engineering and the \$56,562 budgeted for DPW Inspection would be used for a total of approximately 2,262 hours in the DPW's Bureau of Engineering, at an average hourly rate of \$50 per hour.
6. Included in the \$75,296 budgeted for DPW Overhead would be project administration costs incurred by the DPW's Bureau of Engineering, including project and financial management, clerical support and office supplies.
7. The DPW has completed a Disability Access Checklist which is in the file.
8. Attached is the "Summary of Grant Request" as prepared by the DPW.

**Recommendations:**

1. Amend the proposed resolution to delete the "apply for" clause from the proposed resolution.
2. Amend the proposed resolution to indicate that the DPW is requesting authorization to accept and expend Federal and State funds in the amount of \$453,392 instead of \$506,100 as shown on the proposed resolution.
3. Amend the title and body of the proposed resolution to state that the proposed grant funds would include indirect costs in the amount of \$52,580, which is approximately seven percent of the total project budget.
4. Reserve the \$482,000 budgeted for contractual services pending the MBE/WBE/LBE status of the contractor and finalized cost details.
5. Approve the proposed resolution as amended.

Grantor STATE OF CALIFORNIA - DOT  
 Contact Person JAKE LOUIE  
 Address BOX 7310  
 SAN FRANCISCO, CA. 94120  
 Amount Requested \$ 453,392.00  
 Term: From DEC. 1, 1991 To DEC. 3, 1992  
 Health Commission

Division DPW - BOE - CIVIL  
 Section STRUCTURAL  
 Contact Person CHARLES NG  
 Telephone 554-8330  
 Application Deadline N/A  
 Notification Expected  
 Board of Supervisors Finance Committee  
 Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) (Code appropriate word) grant in the amount of \$ 453,392 from the period of DEC. 1, 1991 to DEC. 3, 1992 to provide CONTRACTUAL AND ENGINEERING

II. Summary: (Characterizing and defining the grant application proposal)  
 FEDERAL AND STATE FUNDS UNDER THE LOCAL SEISMIC SAFETY RETROFIT PROGRAM ADMINISTERED BY CALIFORNIA DOT, HAVE BEEN MADE AVAILABLE FOR SEISMIC RETROFIT OF THE SIX PEDESTRIAN OVERCROSSINGS AT MIRALOMA ST. (PORTOLA) STEINER ST. (GEARY), JAMES TOWN WAY, HARNEY WAY, ARMY ST. CIRCLE AND GILMAN AVE. IN THE CITY AND COUNTY OF SAN FRANCISCO.

III. Outcomes/Objectives

THE SIX PEDESTRIAN OVERCROSSINGS WOULD BE UPGRADED TO THE CURRENT SEISMIC CRITERIA OF CALIFORNIA DOT.

IV. Effects of Reduction or Termination of These Funds:

THE SUBJECT BRIDGES MAY REMAIN SEISMICALLY DELICIOUS AND SUSTAIN HIGH RISKS OF FAILURE IN THE EVENT OF A MAJOR EARTHQUAKE.

V. Financial Information:

|                  | Col. A<br>Two Years Ago | Col. B<br>Past Year/One<br>Year Ago | Col. C<br>Proposed | Col. D<br>Change | Rev. March | Appr. |
|------------------|-------------------------|-------------------------------------|--------------------|------------------|------------|-------|
| Grant Amount     |                         |                                     | 453,392            |                  | 269,608    |       |
| Personnel        |                         |                                     | 79,186             |                  | 33,938     |       |
| Equipment        |                         |                                     |                    |                  |            |       |
| Contract Svc.    |                         |                                     | 337,400            |                  | 144,600    |       |
| Mat. & Supp.     |                         |                                     |                    |                  |            |       |
| Facilities/Space |                         |                                     |                    |                  |            |       |
| Other            |                         |                                     |                    |                  |            |       |
| Indirect Costs   |                         |                                     | 36,806             |                  | 91,070     |       |

VI. Data Processing:

(Code indicated above)

VII. Personnel

P/T CSC

P/T CSC

Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant  
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?

YES, THEY MAY BE REASSIGNED TO OTHER PROJECTS.

VIII. Contractual Services: Open Bid  Sole Source  (Indicates that Request for Bid)

Item 11 - File 150-91-1.2

**Department:** Recreation and Park Department (RPD)

**Item:** Resolution authorizing the Recreation and Park Department to accept and expend a grant for renovation of the Potrero Hill Recreation Center

**Amount:** \$249,900

**Source of Funds:** Department of the Interior, National Park Service, Urban Park and Recreation Recovery Act funds

**Grant Period:** July 8, 1991 through June 30, 1994

**Project Description:** The Recreation and Park Department received authorization to apply for the proposed grant in February of 1991 (File 150-91-1). The Department is now requesting authorization to accept and expend the grant funds under the Urban Park and Recreation Recovery Act to renovate the Potrero Hill Recreation Center. Renovations would include replacement of the gymnasium floor, and renovation of the bathrooms, locker rooms, kitchen, doors, walls and water fountain.

**Project Budget:** The Recreation and Park Department has submitted the following proposed grant budget:

|  |        |               |
|--|--------|---------------|
| <u>Contract Services</u>                           |        |               |
| Replacement of gymnasium floor                     |        | \$170,000     |
| Renovation of bathrooms and locker rooms           | 75,000 |               |
| Renovation of kitchen                              |        | 35,000        |
| Replacement of doors, walls,<br>and water fountain |        | <u>18,772</u> |
| Total Contract Services                            |        | \$298,772     |
| <u>DPW Services</u>                                |        |               |
| Architectural/engineering services                 |        | 31,055        |
| Inspection fees                                    |        | 11,994        |
| Administrative and legal expenses                  |        | <u>15,286</u> |
| Total DPW Services                                 |        | <u>58,335</u> |
| Total proposed grant budget                        |        | \$357,107     |

Architectural and engineering design of the proposed renovations would be done in-house by the Department of the Public Work's Bureau of Architecture.

**Required Match:** In addition to the proposed grant of \$249,900, there is a required match of \$107,207 (approximately 30 percent) of total project costs, at \$357,107, to be funded from the Open Space Fund (see comment 4).

**Comments:**

1. According to Mr. Tim Lillyquist of the Recreation and Park Department, the Department of Public Works would bid the project competitively after it received authorization from the Board of Supervisors to accept and expend the proposed grant. Therefore, \$249,900, or the total grant amount, should be reserved pending selection of a contractor and information regarding costs and the MBE/WBE status of the contractor.
2. According to the proposed resolution, indirect costs in the amount of five percent of the total grant, or \$12,495, would be included in the proposed grant. As the above budget reflects, these indirect costs are not included in the project budget. Therefore, the \$249,900 reserve should include \$12,495 in indirect costs pending inclusion of indirect costs in the project budget. In addition, the title of the proposed resolution should be amended to reflect that 5 percent of the total grant, or \$12,495, is included in the grant amount.
3. Although the grant period began on July 8, 1991, Mr. Lillyquist advises that the Department has not yet accepted the proposed grant or begun to spend the grant funds. Therefore, retroactive approval to accept and expend the proposed grant is not necessary.
4. Ms. Elaine Molinari of the Recreation and Park Department reports that the Open Space funds for the proposed project are included in the 1991-92 fiscal year Budget.
5. The "Disability Access Checklist," as prepared by the Recreation and Parks Department, is in the file.
6. Attached is a "Summary of Grant Request" as prepared by the Recreation and Park Department.

**Recommendation:**

- (1) Amend the proposed resolution to reserve \$249,900, which includes indirect costs in the amount of \$12,495, pending selection of a contractor and information regarding costs and the MBE/WBE status of the contractor.
- (2) Amend the title of the proposed resolution to reflect that 5 percent of the total grant, or \$12,495, is included in the grant amount.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
November 27, 1991

(3) Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grantor National Park Service  
 Contact Person Mr. George McGuffick  
 Address 450 Golden Gate Avenue  
San Francisco, CA 94102

Amount Requested \$ 250,000Term: From 7/1/91 To 7/1/93Health Commission Board of Supervisors: Finance Committee  
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 249,900 from the period of 7/1/91 to 7/1/93 to provide for the renovation of Potrero Hill Center services.

II. Summary: Project will involve the renovation of the Potrero Hill Recreation Center. It will include a new gym floor, upgraded and handicapped accessible restrooms, new gym doors, and a general renovation throughout.

III. Outcomes/Objectives:  
 A renovated and revitalized recreation center

IV. Effects of Reduction or Termination of These Funds:

NO other funding is currently available for this project. The renovation would have to be delayed until such funding were available.

V. Financial Information:

|                            | <u>Col. A</u><br>Two Years Ago | <u>Col. B</u><br>Past Year/Orig. | <u>Col. C</u><br>Proposed | <u>Col. D</u><br>Change | <u>Req. Match</u> | <u>Approved by</u> |
|----------------------------|--------------------------------|----------------------------------|---------------------------|-------------------------|-------------------|--------------------|
| Grant Amount               |                                |                                  |                           |                         |                   |                    |
| Personnel                  |                                |                                  |                           |                         |                   |                    |
| Equipment                  |                                |                                  |                           |                         |                   |                    |
| *Contract Svc.             |                                |                                  |                           |                         |                   |                    |
| Mat. & Supp.               |                                |                                  |                           |                         |                   |                    |
| Facilities/Space           |                                |                                  |                           |                         |                   |                    |
| Other                      |                                |                                  |                           |                         |                   |                    |
| Indirect Costs             |                                |                                  |                           |                         |                   |                    |
| <u>VI. Data Processing</u> |                                |                                  |                           |                         |                   |                    |
| <u>VII. Personnel</u>      |                                |                                  |                           |                         |                   |                    |
| F/T CSC                    |                                |                                  |                           |                         |                   |                    |
| P/T CSC                    |                                |                                  |                           |                         |                   |                    |
| Contractual                |                                |                                  |                           |                         |                   |                    |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: A required 30% match (107,000 dollars) will be provided through the Open Space Program. Total Project budget is \$357,107

Will grant funded employees be retained after this grant terminates? If so, How?  
 No grant-funded employees will result

VIII. Contractual Services: Open Bid  Sole Source \_\_\_\_\_

(If sole source, attach Report for Exemption Form)

Item 1m - File 150-91-2.1

**Department:** Recreation and Park Department (RPD)

**Item:** Resolution authorizing the Recreation and Park Department to accept and expend a grant for a Lake Merced Perimeter Walkway Project, which includes five percent in indirect costs.

**Amount:** \$189,870

**Source of Funds:** Federal Land and Water Conservation Fund

**Term:** November, 1991 through November, 1994

**Project Description:** In May of 1991, the Board of Supervisors authorized the Recreation and Park Department to apply for the proposed grant. The proposed Lake Merced Perimeter Walkway Project would include the repair and replacement of an existing multi-use recreational walkway encircling Lake Merced. A four foot wide soft surface pathway adjacent to the paved portion of the walkway would be created, and signage and pavement striping would be financed with the proposed grant and matching funds. The Walkway Project would also include creating curbs, clean-up, and repair of existing amenities. The Lake Merced Walkway Project would be consistent with the Statewide Comprehensive Recreation Resources Plan.

The Lake Merced Perimeter Walkway Project is estimated to cost a total of \$799,000. According to the proposed resolution, the Lake Merced Perimeter Walkway project would be funded by 1987 State Park Bond funds and reimbursed from Land and Water Conservation funds up to \$189,870 (see Comment 3).

**Required Match:** \$189,870 (to be provided from 1987 State Park Bonds)

**Indirect Costs:** Five percent of the total grant amount (see Comment 4)

| <b>Project Budget:</b>                                     | <u>Construction Costs</u> | \$600,000      |
|--|---------------------------|----------------|
| <u>DPW Architectural, Engineering and Inspection Costs</u> |                           |                |
| Construction Management                                    |                           | \$35,000       |
| Bureau of Engineering Salaries                             |                           | 78,000         |
| Plan Preparation   |                           | 7,000          |
| Administrative Costs                                       |                           | 39,000         |
| Contingency Costs  |                           | <u>40,000</u>  |
| Total Architectural, Engineering and Inspection Costs      |                           | <u>199,000</u> |
| Total Project Budget                                       |                           | \$799,000      |

**Comments:**

1. According to Mr. Tim Lillyquist of the Recreation and Park Department, the Department of Public Works would bid the construction contract competitively after it receives authorization to accept and expend the proposed grant. Therefore, \$189,870 should be reserved pending information regarding more detailed cost information and the MBE/WBE status of the contractor.
2. Mr. Lillyquist reports that the Department will spend no funds against the proposed grant until the Department is authorized by the Board of Supervisors to accept and expend the proposed grant. Therefore, the grant does not have to be amended for retroactivity.
3. According to Ms. Elaine Molinari of the Recreation and Park Department, the 1987 State Park Bond Fund revenues already received by the City are sufficient to cover the entire \$609,130 (\$799,000 less \$189,870) necessary beyond the proposed grant to complete the project. These funds would be used to meet the matching requirement noted above.
4. According to the proposed resolution, indirect costs of five percent, or \$9,494, are contained in the budget of the proposed grant. However, as reflected in the above budget, indirect costs are not included in the project budget. Therefore, the \$189,870 on reserve should include \$9,494 in indirect costs pending inclusion of those costs in the project budget. In addition, the title of the proposed resolution contains no language pertaining to indirect costs. Therefore, the total should be amended to reflect that five percent of the total grant, or \$9,494, is included in the grant amount.
5. The "Disability Access Checklist," as prepared by the Recreation and Parks Department, is in the file.

6. Attached is a "Summary of Grant Request" as prepared by Recreation and Parks Department.

**Recommendation:**

- (1) Amend the proposed resolution to reserve \$189,870, including \$9,494 in indirect costs, pending selection of the contractor, the provision of more detailed cost information and the MBE/WBE status of the contractor.
- (2) Amend the title of the proposed resolution to reflect that five percent of the total grant, or \$9,494, is included in the grant amount.
- (3) Approve the proposed resolution as amended.

Item No. Summary of Grant Request

Rev. 4/10/90

|                   |   |       |                      |                   |
|-------------------|---|-------|----------------------|-------------------|
| Grantor           | National Park Service<br>Land & Water Conservation Fund |       | Division             | Recreation & Park |
| Contact Person    | George McGuffick  |       | Section              | Administration    |
| Address           | 450 Golden Gate Ave.                                    |       | Contact Person       | Deborah Learner   |
|                   | San Francisco, CA 94102                                 |       | Telephone            | 666-7087          |
| Amount Requested  | \$ 250,000  |       | Application Deadline | 5/20/91           |
| Terms:            | From  | 11/91 | To                   | 11/94             |
| Health Commission | Board of Supervisors: Finance Committee                 |       |                      |                   |
|                   | Full Board  |       |                      |                   |

I. Item Description Request to (apply for) (accept and expend) a (new) (continuation) (relocation) (amendment to) grant in the amount of \$ 189,870 from the period of 11/91 to 11/94 to provide for the rehabilitation of the Lake Merced Pathway services

II. Summary: Project would include repair and replacement of an existing multi-use recreational walkway around Lake Merced. A four foot wide soft surface pathway adjacent to the paved portion would be created and signage and striping would be completed. Project would also include creating curbs, and providing handicapped accessibility.

III. Outcomes/Objectives: A repaired walkway with upgraded safety and handicapped accessibility.

IV. Effects of Reduction or Termination of These Funds:  
This funding allows complete project to be done. Without funds the rehabilitation of this walkway would be delayed until other funding were found.

### V. Financial Information

|                  | Col. A<br>Two Years Ago | Col. B<br>Past Year Only | Col. C<br>Proposed | Col. D<br>Change | Reg. Match | Approved by |
|------------------|-------------------------|--------------------------|--------------------|------------------|------------|-------------|
| Grant Amount     |                         |                          |                    |                  |            |             |
| Personnel        |                         |                          |                    |                  |            |             |
| Equipment        |                         |                          |                    |                  |            |             |
| Contract Svc.    |                         |                          |                    |                  |            |             |
| Mat. & Supp.     |                         |                          |                    |                  |            |             |
| Facilities/Space |                         |                          |                    |                  |            |             |
| Other            |                         |                          |                    |                  |            |             |
| Indirect Costs   |                         |                          |                    |                  |            |             |

|                            |       |       |       |       |       |       |
|----------------------------|-------|-------|-------|-------|-------|-------|
| <u>VI. Data Processing</u> | _____ | _____ | _____ | _____ | _____ | _____ |
| _____                      | _____ | _____ | _____ | _____ | _____ | _____ |
| <u>VII. Personnel</u>      | _____ | _____ | _____ | _____ | _____ | _____ |
| F/T CSC                    | _____ | _____ | _____ | _____ | _____ | _____ |
| P/T CSC                    | _____ | _____ | _____ | _____ | _____ | _____ |
| Contractual                | _____ | _____ | _____ | _____ | _____ | _____ |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: A required 50% match (189,870) will be provided by State Bond funds, as will the additional \$419,260. Total project budget is \$799,000.

Will grant funded employees be retained after this grant terminates? If so, How?  
No grant-funded employees will result.

**Contractual Services: Open Bid**  **Sealed Source**  **(Check one or both boxes for this line item.)**

Memo to Finance Committee  
November 27, 1991

Item 1n - File 191-91-2

1. The proposed resolution would authorize an indemnity provision in the design and construction agreements between the City and County of San Francisco, acting through the Public Utilities Commission (PUC), and the State of California.

2. The Public Utilities Commission is proposing to construct two new high-level boarding platforms at Stonestown and San Francisco State University, and two new layover tracks in the median of 19th Avenue to improve Light Rail Vehicle service and operations of the J-Church Line and M-Oceanview Line. Since the facilities will be on a State highway (19th Avenue), the City is required to execute cooperative agreements with the California Department of Transportation for the design and construction of the projects. These agreements contain indemnification and hold harmless clauses which require approval by the Board of Supervisors.

Comments

1. Under the terms of the cooperative agreements, the City would agree to indemnify and hold harmless the State and its officers and employees, from all claims, suits or actions of any kind, arising out of the work to be performed by the City, in connection with the above noted projects. The City Attorney has approved the indemnity provision as to form. However, according to the City Attorney, the indemnity provision is not qualified with respect to any negligence which might occur on the part of the State in connection with the work to be performed on the projects. This indemnity provision is a standard provision used by the State for similar projects throughout the State. As such, the State would not permit any modifications to the provision. The State requires that the City enter into the cooperative agreements as a condition of issuing an encroachment agreement to the City, which would allow the City to perform the necessary construction work on State property.

2. Mr. Ken Jew of the PUC, Utilities and Engineering Bureau reports that the projects are scheduled to commence by April of 1992 and are anticipated to be completed by February of 1993. The PUC has a total of approximately \$8,000,000 budgeted for these projects, which are to be funded almost entirely by Federal funds.

Recommendation

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Finance Committee  
November 27, 1991

Item 10 - File 57-91-2.2

**Department:** Chief Administrative Officer  
Solid Waste Management Program

**Item:** Release of reserve

**Amount:** \$568,830

**Source of Funds:** Refuse Collection and Disposal Fees Impound account

**Description:** In June, 1991, the Board of Supervisors approved a resolution accepting \$2,487,833 from Sanitary Fill Company and authorizing the Solid Waste Management Program to expend those monies as their annual budget for 1991-92, based on the expected, subsequent approval of a proposed garbage rate increase that would provide for the increase in the Solid Waste Management Program budget for 1991-92. Of the \$2,487,833 approved, a total of \$989,492 was placed on reserve. The CAO's Solid Waste Management Program is now requesting that \$568,830 of the reserved funds, which were placed on reserve pending approval of the garbage rate increase by the City's Refuse Collection and Disposal Rate Board be released, as follows:

Solid Waste Administration

|                               |          |
|-------------------------------|----------|
| Services of Other Departments |          |
| City Attorney                 | \$25,000 |

Recycling Programs

|  |       |
|--|-------|
| School Education Services of Other Departments |       |
| Curriculum                                     | 3,000 |
| Other  | 4,000 |
| Student Handbook                               | 2,500 |

|                      |         |
|----------------------|---------|
| Contract Services    |         |
| Handouts & Materials | \$2,000 |

|  |        |
|--|--------|
| Community Outreach Services of Other Departments |        |
| Reproduction                                     | 20,000 |
| Mail Room  | 35,000 |

|                      |        |
|----------------------|--------|
| Materials & Services |        |
| Publication Ads      | 25,000 |
| Direct Mail Handling | 14,000 |

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
November 27, 1991

|  |               |
|--|---------------|
| Development Fund                                     |               |
| Market Development                                   | \$50,000      |
| University Research/Equipment                        | 10,000        |
| Program Support Grants                               |               |
| Recycling Center Support                             | 80,000        |
| S.F. Conservation Corps                              | 80,000        |
| Research & Development Services of Other Departments |               |
| Christmas Tree Chippers                              | 2,100         |
| City Department Composting                           | 10,000        |
| Professional Services                                |               |
| Christmas Trees                                      | 10,500        |
| SLUG   | 40,000        |
| Apartment Composting                                 | 5,000         |
| Goodwill Pilot                                       | 7,000         |
| Materials & Services                                 |               |
| Promotionals   | 1,230         |
| Compost Bins   | 35,000        |
| Office Paper Recycling Services of Other Departments |               |
| Promotional Materials                                | 10,000        |
| Materials and Services                               |               |
| Desktop Containers                                   | 7,500         |
| Central Containers                                   | 3,500         |
| Office Paper Guide                                   | 2,500         |
| Central Container Stickers                           | 2,000         |
| Baler  | 12,000        |
| <u>County Solid Waste Management Planning</u>        |               |
| Professional Services                                |               |
| County Source Reduction Plan                         | 30,000        |
| <u>Hazardous Waste Planning</u>                      |               |
| Professional Services                                |               |
| Environmental Interns                                | 30,000        |
| Used Oil Tanks                                       | <u>10,000</u> |
| Total  | \$568,830     |

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

-Memo to Finance Committee  
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**Comment:** On September 19, 1991, the City's Refuse Collection and Disposal Rate Board approved the 1991-92 budget for the Solid Waste Management Program, including a garbage rate increase for a single can from \$8.49 to \$9.32 plus a 1.3 percent surcharge for environmental contingencies. The Solid Waste Management Program is requesting release of the \$568,830 that was reserved pending approval of a garbage rate increase by the City's Refuse Collection and Disposal Rate Board. This increase was approved by the Rate Board.

**Recommendation:** Release reserved funds in the amount of \$568,830.



Item 1p - File 100-91-1.7

**Department:** Department of Public Works (DPW)  
Clean Water Program

**Item:** Release of reserve of funding for contractor (Uribe and Associates) for the Wet Weather Waste Minimization Project.

**Amount:** \$100,000

**Description:** In approving the City's annual budget for 1991-92, the Board of Supervisors reserved \$124,000 for Professional Services in the Clean Water Program budget pending selection of the contractors and determination of the hours, hourly rates and MBE/WBE status of the selected contractors.

The Regional Water Quality Control Board is requiring the City's Clean Water Program to examine pollution prevention alternatives that would reduce the level of toxic pollutants entering the bay and ocean from runoff overflow under wet weather conditions. This examination of pollution prevention alternatives will be accomplished by the Wet Weather Waste Minimization Project. The Clean Water Program must submit a report of the findings of the Wet Weather Waste Minimization Project to the Regional Water Quality Control Board by approximately September 1992.

Using a Request for Proposal (RFP) process that was scored by the Human Rights Commission, the Clean Water Program selected the Oakland firm of Uribe and Associates, a Minority Business Enterprise from a field of four firms that submitted proposals. One subcontractor, a San Francisco MBE, will receive \$13,400 of the \$100,000 contract and another subcontractor, a San Francisco WBE, will receive \$2,600. Uribe and Associates' hourly rate schedule is as follows:

|  |           |
|--|-----------|
| Principal                                    | \$105-130 |
| Sr. Assoc. Engineer/Geologist/Hydrogeologist | 90 - 100  |
| Senior Associate Planner                     | 80 - 90   |
| Senior Geologist/Hydrogeologist              | 85 - 95   |
| Senior Engineer/Scientist                    | 85 - 95   |
| Senior Planner/Project Manager               | 80 - 95   |
| Geologist II                                 | 70 - 85   |
| Geologist I                                  | 55 - 70   |
| Engineer II                                  | 70 - 85   |
| Engineer I                                   | 55 - 70   |
| Scientist/Planner II                         | 70 - 85   |

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
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|                      |           |
|----------------------|-----------|
| Scientist/Planner I  | \$50 - 70 |
| Technician/Planner   | 35 - 55   |
| Technical Editor     | 35 - 50   |
| Research Assistant   | 35 - 45   |
| Production Assistant | 25 - 35   |
| Special Consultant   | *         |

\* The rates for Special Consultants will be negotiated with the clients on a case-by-case basis. Hourly rates for depositions and legal testimony will also be negotiated separately.

**Comment:** The \$24,000 balance (\$124,000 total reserve less the \$100,000 proposed release) should remain on reserve pending the selection of other Professional Services contractors.

**Recommendation:** Release reserved funding in the amount of \$100,000 as requested.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
November 27, 1991

Items 1q and 1r - Files 101-90-84.2 and 101-91-7.1

**Department:** Fire Department

**Items:** Releases of reserved funding for construction of 33 bayside suction inlets to allow pumpers easy access to an unlimited water source.

**Amount:** \$142,082 (File 101-90-84.2)  
                  308,918 (File 101-91-7.1)  
                  \$451,000

**Source of Funds:** 1986 Fire Protection Bond Issue Fund

**Description:** In November, 1986, City voters approved the issuance of Fire Protection System Improvement Bonds (Proposition A). Funds from the bond sale in the amount of \$46,200,000 are to be used for the improvement of the City's fire protection system.

In April of 1991, the Board of Supervisors approved the Fire Department's \$15,200,000 supplemental appropriation from the 1986 bond funds for capital improvement projects (File 101-90-84) and placed on reserve \$13,506,943 for the purchase, installation and improvements to the City's high pressure water system, including improvements to pump stations, tanks and reservoirs pending selection of contractors and determination of MBE/WBE status.

In September of 1987, the Board of Supervisors approved the Fire Department's \$29,364,300 supplemental appropriation from the 1986 bond funds for capital improvement projects (File 101-87-13) and placed on reserve \$14,092,300 for the purchase, installation and improvements to the City's high pressure water system, including improvements to pump stations, tanks and reservoirs pending selection of contractors and determination of MBE/WBE status.

The proposed release of \$142,082 (File 101-90-84.2) is from the \$13,506,943 reserve placed in April 1991 and the release of the \$308,918 (File 101-91-7.1) is from the \$14,092,300 reserve placed in September 1987. Together, the \$451,000 would fund a contract to install 33 bayside suction inlets. (A bayside suction inlet is a special fire hydrant located near the Bay that allows a Fire Department pumper (engine) to draw water from the Bay.) The 33 bayside suction inlets would be placed around the perimeter of the Bay from the Marina District to the southeast section of the City.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. Eight bids were received by the Department of Public Works to install the 33 bayside suction inlets and the low bidder, Ranger Pipelines, Inc., of San Francisco was selected. Ranger Pipelines, Inc., is neither an MBE nor WBE. The proposed release of reserve budget is as follows:

|                                    |               |
|------------------------------------|---------------|
| Construction                       | \$410,000     |
| Contingencies(10% of construction) | <u>41,000</u> |
| Proposed Release Total             | \$451,000     |

2. Ranger Pipelines, Inc., will use one subcontractor, Podesta Diving of San Francisco. Podesta Diving will be paid \$7,500. Podesta Diving is neither a MBE nor a WBE, according to the Department of Public Works.
3. The installation of the 33 bayside suction inlets is scheduled for completion by November 1992.

**Recommendation:** Approve the proposed releases of reserves, for a total of \$451,000, as requested.

Memo to Finance Committee  
November 27, 1991

Item 2 - File 100-91-8

This item is a hearing to consider the status of revenues and expenditures.

On November 13, 1991, the Finance Committee requested that the Mayor's Office, the Controller's Office and the Budget Analyst's Office prepare a joint report on the City's anticipated revenue shortfall for fiscal year 1992-93. This report is currently being prepared and will be delivered to the Finance Committee on November 27, 1991. Representatives from the Mayor's Office, the Controller's Office and the Budget Analyst's Office will be available at the November 27, 1991 Finance Committee meeting to discuss this report.



Item 3 - File 127-91-13

**Note:** This item was continued at the November 13, 1991 Finance Committee meeting.

**Item:** Ordinance amending Article 12-A and Article 12-B of Part III of the City's Municipal Code (Payroll Expense Tax Ordinance and Gross Receipts Tax Ordinance) by amending Section 906 and Section 1005.5, respectively, to exempt any tenant of the Port of San Francisco whose principle business is ship repair and whose work force consists of at least 30 percent San Francisco residents and also to exempt any subcontractor of any such exempt ship repair business which derives at least 70 percent of its revenues from the ship repair industry.

**Description:** On September 3, 1991, the Board of Supervisors passed a resolution urging the Mayor to urge the Port Commission to adopt a Seven Point Policy Plan in support of the survival of the ship repair industry in San Francisco. The seventh point of this Seven Point Policy Plan was to support amendments to the City's Municipal Code that would provide exemption from the City's Payroll and Gross Receipts Tax to all tenants of the Port of San Francisco whose principal business is ship repair and at least 30 percent of their work force are San Francisco residents and to exempt from the Payroll and Gross Receipts Tax all subcontractors of these ship repair businesses who derive at least 70 percent of their revenues from the ship repair industry. The proposed ordinance would amend the City's Municipal Code to exempt those ship repair companies and subcontractors meeting the above conditions.

**Comments:** 1. Mr. Richard Sullivan of the Tax Collector's Office reports that the ship repair companies would have to apply for the Payroll and Gross Receipts Tax exemption by annually submitting a report to the Tax Collector's Office requesting the exemption and providing documentation of the company's compliance with the proposed ordinance's requirement that at least 30 percent of their work force are San Francisco residents and, for ship repair subcontractors, that at least 70 percent of their revenues are from the ship repair industry. In response to inquiries by the Finance Committee, Mr. Sullivan reports that the Tax Collector would look at the total time worked by the ship repair company's work force compared to the total time worked by the company's San Francisco work force to determine whether 30 percent of the ship repair company's and subcontractor's work force are San Francisco residents. The Tax Collector would perform sampling audits periodically to verify that the

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ship repair company is reporting accurate information on the residency of its work force.

2. Currently, only nonprofit corporations and Skilled Nursing Facilities are exempt from the City's Payroll and Gross Receipts Tax.

3. For FY 1991-92, the City has budgeted \$147.2 million or 11.3 percent of the General Fund revenue in Payroll and Gross Receipts Taxes.

4. Mr. Sullivan reports that the ship repair industry paid \$352,731.73 in Payroll Taxes in calendar year 1989 and \$360,836.18 in Payroll Taxes in calendar year 1990, or approximately .24 percent of the City's total Payroll and Gross Receipts Tax revenues. Therefore, based on previous experience, the proposed ordinance could result in reduced General Fund revenues to the City of approximately \$360,836 annually.

5. At the October 30, 1991 Finance Committee meeting the following two amendments to the proposed ordinance were introduced: (1) to delineate the special distressed condition of the ship repair industry and (2) to require 30 percent of the subcontractors' work force be San Francisco residents. The following two other amendments have since been introduced: (1) the tax exemptions would not be operative for calendar year 1992 unless the revenues actually collected under the Payroll and Gross Receipts Tax for FY 1991-92 exceed the budgeted revenues. On or before March 30, 1992, the Controller would certify to the Board of Supervisors whether actual revenues exceed budgeted revenues, and (2) the tax exemptions for the ship repair industry would expire on December 31, 1993, such that the proposed ordinance would be in effect for two years if actual Payroll and Gross Receipts Tax revenues exceed budgeted revenues, and one year (only calendar year 1993) if actual Gross Receipts Tax revenues do not exceed budgeted revenues.

6. The proposed Payroll and Gross Receipts Tax exemption would not necessarily increase the ship repair industry's total output. However, in response to inquiries by the Finance Committee, the Budget Analyst has researched the direct and indirect impacts on San Francisco's employment from increasing the ship repair industry's total output. Using an input-output model prepared by the Association of Bay Area Governments (ABAG), the approximate job coefficient of the employment-production function for ship repair is .017. That is, for every \$1,000 of output increase, employment in the ship repair industry increases by .017

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jobs. For example, an increase in output for ship repair services of \$1,000,000 would result in a direct ship repair job change of 17 jobs (.017 x \$1,000,000)/\$1,000). To calculate the employment impact on the entire San Francisco economy, we would use ABAG's Type I employment impact estimator for the ship repair industry of 1.2 to get 20.4 jobs (1.2 x 17). Hence, by this method of estimation, from an increase of \$1 million in output to the ship repair industry, the direct employment impact on the ship repair industry is 17 jobs and the indirect non-ship repair employment impact is approximately 3.4 jobs (20.4 - 17). These 20.4 jobs are assumed to be new additional jobs generated by the increase in ship repair output, and not jobs being shifted from one part of the City or Bay Area region to another. In addition, the increase of \$1 million in ship repair output could have a multiplier effect on the Bay Area economy as a whole of approximately 39 new jobs.

The impact of these new jobs on the City's tax base would potentially be the following: (a) for the 3.4 new indirect jobs, an undetermined amount of increase in the City's Payroll or Gross Receipts Tax revenues (depends on whether these businesses are subject to the City's Payroll and Gross Receipts Taxes and the wages of the new jobs), and (b) for all of the 20.4 new jobs (assuming the employees live, own their own homes, work and shop in San Francisco), additional Sales, Property Parking and Property Transfer Tax revenues in an undetermined amount. In addition, the City could collect revenues from parking tickets and other fees charged by the City such as the Zoo, the museums and Muni, etc.

**Recommendation:** The proposed ordinance is a policy decision for the Board of Supervisors.



Item 4 - File 106-91-6

**Note:** This item was transferred from the Administration and Oversight Committee as it was determined to have a fiscal impact on the City.

**Department:** Civil Service Commission

**Item:** Resolution fixing highest generally prevailing wage rates, for private employment on public contracts.

**Description:** The proposed resolution would determine that the highest general prevailing rate of wages paid for private employment on City contracts to various craft workers is as set forth in (a) the General Prevailing Wage Determination survey made by the Director of Industrial Relations of the State of California for all craft workers except Garage Attendants and (b) the agreement between Parking Employers and Teamster Automotive Employees, Local 665 for Garage Attendants.

Charter Section 7.204 requires that contracts for public works or improvement involving construction or fabrication shall provide for the payment of the highest prevailing wage rates to all persons performing labor under such contracts.

Section 6.37 of the City's Administrative Code gives authority to the Board of Supervisors to fix and determine the highest general prevailing wage rates. To assist the Board in the determination of these wage rates, the Civil Service Commission is required to furnish, on an annual basis, data as to the highest general prevailing rate of wages of the various crafts and types of labor, including wages paid on holidays and for overtime, as paid by private employers in the City. In determining these wage rates, the Board of Supervisors is not limited to the data submitted by the Civil Service Commission but may consider such other information on the subject as it may deem proper.

The Civil Service Commission has determined that the General Prevailing Wage Determination made by the State of California's Director of Industrial Relations represents the highest prevailing rates of wages for various craft workers except for Garage Attendants, such as those operating and maintaining City-owned parking lots and garages, because the State's General Prevailing Wage Determination survey does not include any data for Garage Attendants. Therefore, as an alternative, the Civil Service Commission used the agreement between Parking Employers and the Teamsters Automotive Employees, Local 665 as the benchmark for the highest general prevailing wage for Garage Attendants.

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According to this three year agreement for the period beginning December 1, 1989, the highest hourly rate was \$11.50 per hour as of December 1, 1989, the current rate is \$11.80 as of December 1, 1990, and the new effective rate will be \$12.25 as of December 1, 1991 through November 30, 1992, or approximately a 3.8 percent increase as of December 1, 1991.

**Comments:**

1. Mr. Patrick Finney of the Civil Service Commission reports that because the proposed resolution would apply to at least 250 different classifications, the Civil Service Commission has not estimated the average increase or decrease in wage rates for all of these positions. However, Mr. Finney notes that a copy of the report which specifies the increase or decrease in prevailing wage rates for each various craft worker position is in the Board file. Although Mr. Finney was unable to determine specifically what the fiscal impact would be of the proposed resolution, Mr. Finney estimates that the overall increase in wage rates for all various craft worker positions combined would be less than five percent. As noted above, any City department which enters into a contract is required by Charter Section 7.204 to pay the highest generally prevailing wage rate for labor performed under the contract. The Civil Service Commission provides City Departments with annual highest generally prevailing wage rates data, however, the Civil Service Commission does not actively monitor wage rates paid under City contracts.

2. Mr. Geoff Rothman of the Civil Service Commission reports that the majority of public construction contracts which the proposed resolution would apply to are contracts in the Department of Public Works and the Public Utilities Commission. However, the proposed resolution would also apply to public construction contracts in various City departments such as the Airport, the Port or the Water Department. Mr. Lin Lwin of the DPW Contract Office reports that the majority of DPW's public construction contracts are in the DPW's Bureau of Architecture, the Bureau of Engineering and the Clean Water Program. Mr. Lwin indicates that in FY 1990-91, the DPW's Bureau of Engineering had public construction contracts totalling approximately \$19.45 million. Mr. Howard Wong of the Bureau of Architecture reports that in FY 1990-91, the Bureau of Architecture had public construction contracts totalling approximately \$27.8 million, and on large construction projects, approximately 20 percent to 60 percent of the contract cost would be attributable to labor. Mr. Johannes Moeck of the DPW's Bureau of Engineering agrees

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that the portion of the total construction contract which is usually attributable to wages on large public construction contracts in the Bureau of Engineering is approximately 20 percent to 60 percent. However, both Mr. Wong and Mr. Moeck report that the percentage of the total contract cost which would be attributable to labor would depend upon the type of construction contract. For instance, Mr. Moeck indicated that a paving contract would have a greater percentage in material costs versus a sewer repair job which would have a higher percentage labor costs. The DPW was unable to provide information on public construction contracts for the Clean Water Program. Assuming that the overall increase in wage rates for all various craft worker positions combined is up to five percent, the proposed increase in cost to the City would be as follows:

|                        | <u>Estimated<br/>Cost of Labor<br/>FY 90-91</u> | <u>Potential<br/>Cost of Labor<br/>FY 91-92</u> | <u>Additional<br/>Cost to the City</u> |
|------------------------|---|---|--|
| Bureau of Architecture | \$5.6 million-<br>16.7 million                  | \$5.6 million-<br>17.5 million                  | \$0-800,000                            |
| Bureau of Engineering  | 3.9 million-<br><u>11.7 million</u>             | 3.9 million-<br><u>12.3 million</u>             | <u>\$0-600,000</u>                     |
| Total                  |   |   | \$0-1.4 million                        |

6. Mr. Roland Hom of the PUC's Contract Compliance Office reports that the PUC Project Managers for public construction contracts monitor whether contractors and sub-contractors are paying prevailing wages. However, Mr. Hom was unable to provide information regarding the total amount of public construction contracts which the PUC entered into for FY 1990-91 because of the large number of contracts which the PUC administers. In addition, Mr. Hom indicated that the amount of each contract which would be attributable to labor would vary, and would require an examination of each individual contract.

7. Mr. Kevin Hagerty of the Department of Parking and Traffic reports that the City currently has 12 five-year leases for parking lots or garages in which the City receives a percentage of gross revenues after parking taxes. Mr. Hagerty explains that any increases in operating expenses, due to increases in prevailing wages, would only affect the operators, since the City is already locked into receiving a percentage of gross revenues. Mr. Hagerty also reports that there are five non-profit garages in the City, in which operators would pass increased labor costs to the City, because the City receives a percentage of gross revenue less

operating expenses. However, Mr. Hagerty notes that the operators of these five non-profit garages are union operators, so it is likely that any decrease in net revenues which the City will receive has already been reflected in the Department's FY 1991-92 budget. Mr. Hagerty explains it would be difficult to estimate any future increase in costs to the City for either the leased or non-profit parking lots or garages.

8. Mr. Burk Delventhal of the City Attorney's Office reports that the Board of Supervisors is required to approve the highest generally prevailing wage rates paid for private employment under public contracts. As noted above, the Board of Supervisors may consider other information on the subject which would fix the highest generally prevailing wage rates other than the survey which is transmitted by the Civil Service Commission. However, Mr. Delventhal reports that this means that the Board may provide other data which indicates what the highest generally prevailing wage rates are, but the Board still must fix these wage rates.
9. On November 12, 1991 the Administration and Oversight Committee approved the proposed resolution.

**Recommendation:** Approve the proposed resolution.

Item 5 - File 62-91-6

**Department:** War Memorial and Performing Arts Center

**Item:** Ordinance approving the five year extension of the concession agreement between Restaura, Division of Dial Corporation, and the War Memorial Board of Trustees.

**Description:** In September of 1980, the War Memorial and Greyhound Food Management (now the Dial Corporation) entered into a ten-year agreement under which Greyhound Food Management provided food, beverage, tobacco and confection concession services in the War Memorial Opera House, Louise M. Davies Symphony Hall and the Herbst Theater.

In March of 1986, Restaura (then called the Greyhound Food Corporation) agreed to construct kitchen facilities for the Opera House and the Herbst Theatre, a \$717,900.27 investment. To allow that investment to be amortized over a ten year period, the 1980 agreement was amended, with the approval of the Board of Supervisors, to extend the term of agreement for the Opera House and the Herbst Theatre to August 31, 1996. The amendment also provided for a five-year extension for Davies Symphony Hall from August 31, 1990 to August 31, 1995, and at the same time provided for a five-year option to extend the agreement for the Opera House and Herbst Theatre from August 31, 1996 to August 31, 2001, provided that both parties agreed to the extension.

The proposed ordinance would authorize the five-year extension of the agreement between Restaura, a Division of the Dial Corporation, and the War Memorial Board of Trustees from December 1, 1990 through August 31, 1995 as it relates to Davies Symphony Hall. The terms of the proposed agreement are as follows:

(1) The term of the agreement for the Opera House and Herbst Theater would be reduced by one year, to end August 31, 1995 instead of August 31, 1996; the five-year extension of the agreement, from August 31, 1996 to August 31, 2001, for the Opera House and Herbst Theatre would be eliminated. Under these new terms, the agreement with the Opera House, Davies Symphony Hall and the Herbst Theatre would terminate simultaneously on August 31, 1995 with no provision beyond that time.

(2) Restaura's 1986 investment of \$717,900.27, which was to be amortized over a period of ten years ending August 31, 1996, would be depreciated more quickly and fully amortized on August 31, 1995. As of August 31, 1995, all equipment and

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furnishings would then become the property of the War Memorial.

(3) A new provision would require that Restaura invest up to \$60,000 in portable equipment, such as refrigerator and counter units for food service in Davies Symphony Hall. This investment would be amortized over a period of five years ending August 31, 1995, when all portable food service equipment would become the property of the War Memorial.

(4) The concession commission percentages of gross receipts paid to the War Memorial by Restaura, effective December 1, 1990, would be increased as follows:

|                      | <u>Present Commission Percentage</u> | <u>New Commission Percentage</u> |
|----------------------|--------------------------------------|----------------------------------|
| Opera House          | 14%                                  | 15%                              |
| Herbst Theater       | 12%                                  | 15%                              |
| Davies Symphony Hall | 10%                                  | 15%                              |

The commission paid to the War Memorial by Restaura from Opera House vending machine revenues would remain at four percent, Ms. Beth Murray of the War Memorial reports, because the margin of profit on vending products is small, so that less profit is available to be shared.

(5) Specific additional required standards of operation, including concession staffing, quality of product, quality of service, etc., have been itemized in the proposed agreement.

**Comments:**

1. According to Ms. Thelma Shelley of the War Memorial, the increased commission percentages to be paid by Restaura to the War Memorial would generate a minimum estimated revenue increase of \$26,393, based on actual 1990-91 concession revenues, as follows:

|                      | <u>Previous &amp; Proposed %</u> | <u>1990-91 Revenue</u> | <u>Projected Annual Revenue</u> |
|----------------------|----------------------------------|------------------------|---------------------------------|
| Opera House          | 14%-15%                          | \$141,138              | \$151,219                       |
| Herbst Theater       | 12%-15%                          | 2,800                  | 3,501                           |
| Davies Symphony Hall | 10%-15%                          | 31,222                 | 46,833                          |
| Total                |                                  | \$175,160              | \$201,553                       |

The \$26,393 increase represents 15 percent in additional annual earned concession revenue.

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Ms. Murray reports that Restaura has been paying the increased commission to the War Memorial since the effective date of the contract, or December 1, 1990.

2. According to Ms. Murray, Davies Symphony Hall currently offers only beverages and does not offer food concessions. The new portable equipment to be purchased by Restaura would allow Davies Symphony Hall to offer food concessions. The War Memorial estimates that, in addition to the increased revenues noted above, annual concession revenue to the War Memorial would increase by \$25,000 as a result of food sales in Davies Symphony Hall, based on an estimated annual gross food concession revenue of \$166,000. The total increased revenue to the War memorial from both the higher percentages and food sales would total approximately \$51,400 annually.

3. The simultaneous expiration of Restaura's contract in each of the Opera House, Davies Symphony Hall and the Herbst Theatre on August 31, 1995, would enable the War Memorial to bid competitively a single concession services contract that would cover all of the War Memorial facilities, Ms. Murray advises.

4. In addition, Ms. Murray reports that the abbreviation of the amortization of Restaura's \$717,900.27 investment in equipment and furniture, as noted above, would make that equipment and furniture the property of the War Memorial by August 31, 1995 rather than August 31, 1996, per the terms of the original agreement as amended. According to Ms. Murray, this would facilitate the competitive bidding process, in that the new contractor would not have to take over a final year of payments.

5. The term of the proposed agreement would be from December 1, 1990 to August 31, 1995. Therefore, the proposed ordinance should be amended to approve the five year extension retroactively. Ms. Murray advises that the reason the request for approval has taken almost a year to reach the Finance Committee is: (a) the final version of the agreement was not approved by the War Memorial Board, the City Attorney, and the attorney for Restaura until July of 1991; (b) the draft ordinance for the Board of Supervisors was not completed by the City Attorney until mid-September; and (c) the opening of the season prevented the draft ordinance from being forwarded to the Clerk of the Board until mid-October.

6. The previous agreement with Restaura as it relates to Davies Symphony Hall expired August 31, 1990. The War Memorial Board of Trustees and Restaura agreed to a temporary extension of the contract as it relates to Davies Symphony Hall until December 1, 1990, during the negotiation period.

**Recommendation:** Amend the proposed ordinance to approve the five year extension retroactively. Approve the proposed ordinance as amended.

Memo to Finance Committee  
November 27, 1991

Item 6 - File 79-91-2

Resolution approving the 1992 Community Development Program and Housing Assistance Plan and authorizing the Mayor on behalf of the City and County of San Francisco to apply for, receive and expend the City's 1992 Community Development Block Grant (CDBG) entitlement from the U.S. Department of Housing and Urban Development. The proposed resolution would also transfer and expend reprogrammed funds from prior year Community Development Programs up to \$20,093,535, approve expenditure schedules for recipient departments and agencies, including indirect costs, determine that no environmental evaluation is required and authorize the receipt and deposit in contingencies of 1992 CDBG entitlement funds in excess of \$20,093,535.

The Budget Analyst has prepared a separate report on the Mayor's Office of Community Development (MOCD) proposed 1992 CDBG funds for \$20,093,535 for the City and County of San Francisco. A copy of this separate report, including the Budget Analyst's recommendations, was submitted to all members of the Board of Supervisors on November 25, 1991.

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Memo to Finance Committee  
November 27, 1991

Items 7 and 8 - Files 101-91-23 and 102-91-10

**Department:** Police Department

**Items:** Supplemental Appropriation Ordinance (File 101-91-23) for permanent salaries and related mandatory fringe benefits, for the creation of one position, which was the subject of previous budgetary denial.

Annual Salary Ordinance amendment (File 102-91-10) reflecting the addition of one position.

**Amount:** \$37,598

**Source of Funds:** Police Department Graphics/Illustrator Reserve Established in the 1991-92 Budget

**Description:** The proposed amendment to the 1991-92 Salary Ordinance (File 102-91-10) would add one 5320 A Illustrator and Art Designer position. This position is responsible for the preparation of graphic arts and illustrations for various administrative materials such as annual reports, manuals and publications. The position also produces training materials for the Police Academy. The proposed amendment, which will be reviewed by the Civil Service Commission at a future date, is as follows:

| <u>Action No.</u> | <u>Class/Title</u>                     | 1991-92<br>Biweekly<br>Salary | 1991-92<br>Annual<br>Salary |
|-------------------|--|-------------------------------|-----------------------------|
| Add 1             | 5320 A Illustrator and<br>Art Designer | \$1,463-\$1,773               | \$38,184-\$46,275           |

The proposed Supplemental Appropriation Ordinance (File 101-91-23) would appropriate \$37,598 for the creation of one 5320 A Illustrator and Art Designer position as follows:

| <u>Personnel</u> |          |
|------------------|----------|
| Salaries         | \$29,609 |
| Fringe Benefits  | 7,989    |
| Total            | \$37,598 |

**Comments:** 1. During the 1991-92 budget review, the Finance Committee recommended and the full Board of Supervisors established a reserve from the General Fund in the amount of \$48,500 in the Police Department to restore the 5320 A Illustrator and Art Designer position which was deleted by the Mayor from the Police Department's budget.

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2. The supplemental appropriation request of \$37,598, is based on 16.7 pay periods. The Police Department anticipates filling this position at the end of December, 1991, at which time there would be 13.0 pay periods remaining in FY 1991-92. Based on 13.0 pay periods, the Department would require \$29,268 or \$8,330 less than the request of \$37,598 to fund the position for the remainder of the fiscal year. Therefore, the Budget Analyst recommends reducing the supplemental appropriation request from \$37,598 to \$29,268 and returning the remaining balance of \$8,330 to the General Fund Reserve.

**Recommendations:**

1. Reduce the request (File 101-91-23) by \$8,330, from \$37,598 to \$29,268 (salaries and fringe benefits) as outlined in comment 2. (The balance of the \$48,500 Reserve, \$10,902, is being returned to the unrestricted balances of the General Fund Reserve under this proposed legislation.)
2. Return the balance remaining of \$8,330 to the unrestricted balance of the General Fund Reserve.
3. Approve the proposed amended ordinance (File 101-91-23)
4. Approve the proposed Salary Ordinance (File 102-91-10).

Item 9 - File 101-91-22

**Department:** Port

**Item:** Ordinance appropriating funds for judgement and claims

**Amount:** \$185,000

**Source of Funds:** San Francisco Harbor Operating Fund

**Description:** The proposed supplemental appropriation in the amount of \$185,000 would be used by the Port Commission to pay for a litigation settlement of a suit between the Port, Cory Galleries, Inc. and A&M Enterprises. Although most litigation settlements must be approved by the Board of Supervisors, according to the City's Charter Section 3.585, the Port Commission has the authority to approve legal settlements involving the Port. On October 9, 1991, the Port Commission approved a settlement of \$185,000 regarding this suit. As such, the proposed ordinance would not approve the settlement, but rather would appropriate the funds necessary to pay the settlement.

**Comments:**

1. The Port budgeted \$50,000 in FY 1991-92 in its Litigation and Claims account. The Port has requested that the \$50,000 remain intact to use against on-going claims or unforeseen claims during the fiscal year. If portions of the \$50,000 are left unspent at the end of the current fiscal year, they will revert to the Port's Harbor Operating Fund.
2. Mr. Ben Kutnick of the Port reports that the Port does not normally have such large settlements as the \$185,000 and therefore, the Port has requested such funds under the proposed supplemental ordinance. Mr. Kutnick advises that the \$50,000 already budgeted should be sufficient to cover the normal claims against the Port.
3. According to Mr. Jack Pizza, City Attorney for the Port Commission, the details of the lawsuit and settlement are confidential. Mr. Pizza advises however, that if the Board of Supervisors wants to know the details of the case, the Board of Supervisors should request the City Attorney to submit a confidential memorandum and/or schedule a closed session to discuss this matter.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Item 10 - File 173-91-9

**Department:** Port of San Francisco

**Item:** Ordinance approving the fifth amendment to a lease with the Fred F. Noonan Company, Inc. to increase the service area at Seawall Lot 349 and to provide for annual reporting procedures of sublease related revenues.

**Description:** The Port is requesting approval of a fifth amendment to the Terminal Agreement with the Fred F. Noonan Company, Inc., which would increase the service area covered by the main lease agreement and formalize an existing sublease arrangement between the Noonan Company, Inc. and Blue and Gold Company. According to Ms. Veronica Sanchez of the Port, the Fred F. Noonan Company, Inc. had subleased a portion of Seawall Lot 349 to the Blue and Gold Company, of which the Port did not have previous knowledge. The subleased space was not covered by the main lease agreement. The Port's lease with the Noonan Company also does not authorize the Noonan Company, Inc. to sublease any of its leased Port property.

The sublease with Blue and Gold consists of 5,070 square feet of space on Seawall Lot 349. The Blue and Gold Company uses the space for storage purposes. This proposed fifth amendment to the lease with the Fred F. Noonan Company, Inc. would authorize the service area covered by the lease to include the 5,070 square feet of space currently subleased to the Blue and Gold Company. The proposed fifth amendment also specifies that the Port is to receive 50 percent of the sublease revenues after accounting for expenses. The Port estimates that the sublease revenues accruable to the Port would total approximately \$1,500 per year.

In addition, the proposed amendment would add language to the lease to require the Noonan Company's compliance with the City's policies regarding affirmative action in contracting, South Africa divestment, the MacBride Principles as they pertain to Northern Ireland, and the urging of the non-use of tropical hardwoods.

**Comments:**

1. Ms. Sanchez reports that the Port receives approximately \$515,000 per year, in lease revenues, for an estimated 460,000 square feet covered by the main lease, from the Fred F. Noonan Company, Inc. (approximately \$1.12 per square foot per year). As noted above, the Port would receive approximately \$1,500 more per year from the Noonan Company's sublease with Blue and Gold for the 5,070 square feet of space, or approximately \$0.30 per square feet per year. This is lower than the \$1.12 per square foot figure under the main lease because it represents only half of the revenues accruable to the sublease, after accounting for expenses.
2. According to Ms. Sanchez, the sublease arrangement between the Fred F. Noonan Company, Inc. and the Blue and Gold Company has existed for approximately three years, although the Port did not know of the sublease arrangement. Ms. Sanchez advises that the Port has collected retroactive sublease payments from the Fred F. Noonan Company, Inc. totalling \$6,750 or an average of \$2,250 per year. The collected amount of \$6,750 represents the audited total amount of sublease revenues collected by the Fred F. Noonan Company, Inc. from the Blue and Gold Company for the past three years ending June 30, 1991.
3. Furthermore, Ms. Sanchez states that the Port has decided to continue to allow the existing sublease arrangement between the Fred F. Noonan Company, Inc. and the Blue and Gold Company until the Port begins renegotiating the main lease in 1992. The main lease is scheduled to expire in 1993. At the time the Port begins renegotiating the main lease, the Port intends to consider other alternatives to the sublease arrangement, including directly leasing the space to the Blue and Gold Company.
4. In addition to this proposed fifth amendment, the Port previously amended the main lease with the Fred F. Noonan Company, Inc. in October of 1975, February of 1977, September of 1982, and May of 1987.

5. As noted above, the Port did not know that the unauthorized sublease between Fred F. Noonan Company and the Blue and Gold Company existed for the past three years. The Budget Analyst questions the Port's procedures which permits this type of unauthorized sublease of Port property to occur. Therefore, the Budget Analyst recommends that the Finance Committee send a letter to the Port requesting the Port to report on its property management and related internal control procedures, and the steps that the Port will take to insure that there are no such other unauthorized subleases and that such unauthorized subleases will not occur in the future.

**Recommendations:** 1. Approve the proposed ordinance.

2. Direct a letter to the Port requesting a report of the Port's property management and related internal control procedures related to subleases.



Items 11 and 12 - Files 101-91-25 and 102-91-11

**Department:** Department of Public Health (DPH)  
Central Office

**Items:** Supplemental Appropriation Ordinance (File 101-91-25) appropriating \$95,018 for permanent salaries-miscellaneous and related mandatory fringe benefits, other current expenses and materials and supplies, for the creation of four (4) positions, Department of Public Health - Central Office

Ordinance (File 102-91-11) amending the 1991-92 Annual Salary Ordinance to reflect the addition of four positions in the Department of Public Health, Central Office for HIV Youth Outreach for the AIDS Office.

**Amount:** \$95,018

**Source of Funds:** HIV Youth Outreach Reserve established in the 1991-92 budget

**Description:** The 1991-92 budget, as approved by the Board of Supervisors, established the following reserve to establish funding for City-wide efforts to prevent HIV/STD infections in high risk youth:

|                            |           |
|----------------------------|-----------|
| HIV Youth Outreach Reserve | \$152,500 |
|----------------------------|-----------|

As noted above, the proposed supplemental appropriation request (File 101-91-25) is for \$95,018 although the reserve was set up for an annual amount of \$152,500.

The DPH reports that the goal of the HIV Youth Outreach Program would be to develop a youth peer educator program comprised of ethnically diverse male and female youth who would educate their peers, youth service providers and others on the basics of HIV/STD education and prevention, and provide consultation and resource referral. The objectives of the proposed program include the following: to coordinate youth HIV/STD prevention; to develop standards of HIV/STD education for youth; to provide HIV/STD education to high risk youth in the streets, shelters, continuation schools, group homes, housing projects, recreation centers, juvenile justice system; to engage in community organizations to raise awareness of the risk and realities of HIV/STD infection in youth and to educate service providers; to create special events involving youth, parents and providers; to develop a speakers' bureau comprised of youth advocates, HIV positive youth, sexual minority youth, and youth service providers; and to evaluate, assess and plan current health and social services for youth and gaps in service.

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The proposed ordinance (File 102-91-11) would amend the Annual Salary Ordinance to reflect the addition of the following positions.

**Positions to  
be Added:**

| <u>Class</u> | <u>Personnel</u>      | <u>FTE</u>  | <u>Maximum Annual Salary</u> | <u>Total Maximum Salaries</u> |
|--------------|-----------------------|-------------|------------------------------|-------------------------------|
| 2819         | Asst. Health Educator | 1.00        | \$47,215                     | \$47,215                      |
| 9912         | Public Service Aide   | 2.00        | 15,764                       | 31,528                        |
| 9924         | Public Service Aide   | <u>1.00</u> | 20,384                       | <u>20,384</u>                 |
|              | Total                 | 4.00        |                              | \$99,127                      |

On an annual basis, these four positions would cost approximately \$112,997 in General Fund monies at the maximum salary step, including fringe benefits.

**Comments:**

1. As noted above, the reserve which was established for a full year of funding for the HIV Youth Outreach program was \$152,500. However, the DPH reports that the proposed supplemental appropriation request (File 101-91-25) would be for \$95,018, based on seven months of funding, from December, 1991 through June, 1992 and would be used as follows:

| <u>Personnel</u>           | <u>FTEs</u> |              |
|----------------------------|-------------|--------------|
| 2819 Asst. Health Educator | 1.00        | \$21,350     |
| 9912 Public Service Aide   | 2.00        | 15,583       |
| 9924 Public Service Aide   | 1.00        | 10,075       |
| Fringe Benefits            |             | <u>7,463</u> |
| Total Personnel            | 4.00        | \$54,471     |

|                               |               |
|-------------------------------|---------------|
| <u>Other Services</u>         | 10,000        |
| <u>Materials and Supplies</u> | <u>30,547</u> |
| Total                         | \$95,018      |

2. The DPH reports that the 2819 Assistant Health Educator would coordinate youth HIV prevention services and special events, analyze efficacy of current services, identify gaps, plan for more effective use of resources and supervise peer youth educators. The 2819 Assistant Health Educator would be hired at the first salary step. The 9912 Public Service Aide positions would include four 0.50 FTEs. The DPH indicates that the 9912 Public Service Aides would identify settings where high risk youth can be assessed; distribute educational materials; and assist in planning and implementing special

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events. The 9924 Public Service Aide position would include two 0.50 FTEs. The DPH reports that the 9924 Public Service Aides would identify referral resources; provide HIV/STD awareness in high risk settings such as streets or shelters; and assist in planning and implementing special events. Mr. Galen Leung of the DPH's AIDS Office notes that because the 9924 Public Service Aide would be working in high risk settings, the DPH is requesting a 9924 Public Service Aide rather than a 9912 Public Service Aide. As noted above, the proposed ordinance (File 102-91-11) would add four positions to the annual Salary Ordinance at an annual General Fund cost of approximately \$112,997 at the maximum salary step, including fringe benefits.

3. Mr. Leung reports that the proposed HIV Youth Outreach Program could not be established with existing staff. Mr. Leung notes that given that the scope of activities would include assessing and planning of activities, if existing staff were used, service levels for AIDS prevention would decrease. Mr. Leung also reports that since none of the above-listed 4.00 FTEs have yet been authorized, the earliest that the DPH could fill these 4.00 FTEs would be the beginning of January, 1992. However, the above-listed budget request reflects funding beginning in December, 1991. Therefore, the proposed supplemental appropriation request (File 101-91-25) should be reduced by \$5,646, from \$95,018 to \$89,372 to reflect the cost savings associated with not being able to fill these positions until January, 1992. The recommended reduction would be as follows:

|                            | Requested<br><u>Funding</u> | Recommended<br><u>Funding</u> | Recommended<br><u>Savings</u> |
|----------------------------|-----------------------------|-------------------------------|-------------------------------|
| 2819 Asst. Health Educator | \$21,350                    | \$18,986                      | \$2,364                       |
| 9912 Public Service Aide   | 15,583                      | 12,828                        | 2,755                         |
| 9924 Public Service Aide   | <u>10,075</u>               | <u>10,075*</u>                | <u>0</u>                      |
| Subtotal Salaries          | \$47,008                    | \$41,889                      | \$5,119                       |
| Mandatory Fringe Benefits  | <u>7,463</u>                | <u>6,936</u>                  | <u>527</u>                    |
| Total                      | \$54,471                    | \$48,825                      | \$5,646                       |

\* Only six months of funding is requested for the 9924 Public Service Aide position.

4. Of the \$10,000 which is budgeted for Other Services, \$5,000 would be used for youth stipends for speaking engagements for HIV/STD awareness and information activities (\$35-50 per person per speaking engagement) at schools. \$5,000 would also be used for special educational events and consultations to have street fair booths, stage shows, put on special events around HIV/STD prevention and bring

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speakers or celebrities to talk about AIDS. Mr. Leung indicates that all of the funds budgeted for Other Services would be expended before June 30, 1992. It should be noted, however, that a minimum of 200 speaking engagements for HIV/STD awareness would have to occur before June 30, 1992 in order to expend the \$5,000 budgeted for youth stipends. Mr. Leung reports that at each event, four to five youths would speak and more than one event would occur per day at a school.

5. The \$30,547 budgeted for materials and supplies would be used for bulk purchases of HIV/AIDS educational supplies including condoms, dental dams which prevent the spread of HIV/AIDS from oral sex, and instructional materials. Mr. Leung reports that since these materials would be purchased in bulk, all of the \$30,547 would be expended before June 30, 1992.

6. As noted above in Comment 3, the Budget Analyst is recommending to reduce the proposed supplemental appropriation request (File 101-91-25) by \$5,646. This would reduce the total request from \$95,018 to \$89,372. Also as noted above, the HIV Youth Outreach Reserve was established in the 1991-92 budget in the amount of \$152,500. Therefore, the Budget Analyst recommends returning the balance remaining of \$63,128 to the General Fund Reserve, which is the difference between the \$152,500 total HIV Youth Outreach Reserve established for FY 1991-92 and the \$89,372 which is the needed amount for this supplemental appropriation request (File 101-91-25).

**Recommendations:**

1. Reduce the request (File 101-91-25) by \$5,646, from \$95,018 to \$89,372 as outlined in Comment 3.
2. Return the balance remaining in the HIV Youth Outreach Reserve of \$63,128 to the unrestricted balance of the General Fund Reserve, as outlined in Comment 6.
3. Approve the proposed amended ordinance. (File 101-91-25).
4. Approve the proposed Annual Salary Ordinance (File 102-91-11).

Items 13, 14, and 15 - Files 30-91-19, 101-91-10 and 102-91-5

**Note:** These items were continued at the Finance Committee Meeting of October 30, 1991.

**Departments:** Department of Public Health (DPH)  
San Francisco General Hospital (SFGH)  
Community Mental Health Services (CMHS)  
Department of City Planning

**Items:** Resolution adopting final environmental impact report (File 30-91-19) finding that the construction of a Mental Health Skilled Nursing Facility at San Francisco General Hospital will not have a significant impact on the environment and making Proposition M findings.

Supplemental Appropriation Ordinance (File 101-91-10) appropriating \$23,000,000 for various capital improvement projects, for the creation of one (1) position and deletion of one (1) position, for fiscal year 1991-92.

Ordinance amending the Annual Salary Ordinance (File 102-91-5) reflecting the addition of one position and the deletion of one position in the Department of Public Health, San Francisco General Hospital, using funds from the 1987 Mental Health Skilled Nursing Facility Bond Program.

**Description:** In November of 1987, the voters approved a \$26,000,000 bond issue for the construction of a Mental Health Skilled Nursing Facility. The first bond sale occurred in June of 1988 for \$3,000,000. The City's second bond sale of \$23,000,000 for the Mental Health Skilled Nursing Facility occurred on June 19, 1991. To date, the City has expended funds from the first bond sale on facility design, drawings, project specifications, an environmental impact report, project management services, financial/legal services and a State plan review.

The proposed ordinance (File 101-91-10) would appropriate the \$23,000,000 in bond proceeds from the City's second bond sale for the construction phase and associated project management services for the project. The proposed Annual Salary Ordinance (File 102-91-5) would add one A942 L Senior Associated Administrator position, and delete one A942 W Senior Associated Administrator position in SFGH's budget, thereby reclassifying the position as a limited tenure position. The A942 L Senior Associated Administrator would act as the DPH's project manager for the proposed Mental Health Skilled Nursing Facility. The proposed resolution (File 30-91-19) would adopt the final EIR for the Mental Health Skilled

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Nursing Facility which has been completed by the Department of City Planning.

The SFGH Mental Health Skilled Nursing Facility would include the construction of a 185-bed, sub-acute mental health care facility in two buildings, totalling about 90,000 square feet, with an outdoor activity area and landscaped open space. Under the proposed project, 145 parking spaces and loading area would be added, and 220 parking spaces and a vacant area would be eliminated. The proposed SFGH Mental Health Skilled Nursing Facility would be bounded by U.S. Highway 101, the SFGH Medical Center, and Potrero Avenue between 20th Street and 21st Street.

**Comments:** 1. The DPH reports that the proposed \$23,000,000 in bond funds (File 101-91-10) would be used as follows:

DPH Project Management Services \$ 207,926

Departmental Work Orders

|                                       |        |
|---------------------------------------|--------|
| Controller's Office-Financial Advisor | 40,700 |
| City Attorney's Office-Bond Counsel   | 12,500 |
| CAO's Office-Bond Coordination        | 6,000  |

DPW Construction Management 1,108,074

DPW Construction Costs 21,624.800

Total Budget: \$23,000,000

2. The DPH Project Management Services would be provided by an A942 Senior Associated Administrator. Ms. Ana Marino-Gosh of SFGH reports that the position would act as a liaison for the City throughout the construction of the Mental Health Skilled Nursing Facility, and the position would also have to be familiar with emergency treatment of mental health patients in order to assist with the transition of patients to the Mental Health Skilled Nursing Facility.

3. Because bond funds would be used to fund the A942 Senior Associated Administrator position, the proposed ordinance (File 102-91-5) would add an A942 L Senior Associated Administrator and delete a A942 W Senior Associated Administrator position from the Annual Salary Ordinance for 1991-92 in order to reclassify the position as a limited tenure position. A position designated as a limited tenure position must be justified by the Department in the line item explanations as part of the annual budgeting process.

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4. An A942 W Senior Associated Administrator position was added to the hospital work order fund at a salary of \$104,557. This position represented a substitution for a deleted 9750 Staff Assistant IX position which was funded through the \$3,000,000 in proceeds from the first bond sale for the proposed Mental Health Skilled Nursing Facility. The substitution results in an increase of \$28,158 in salary (from \$76,399 to \$104,557 annually). A portion of the A942 W Senior Associated Administrator's position continued to be funded through bond funds in order to provide DPH project management services for the proposed Mental Health Skilled Nursing Facility, although this employee also assumed additional duties related to SFGH operations. Ms. Susan Ehrlich of the DPH reports that the cost of this position upgrade is more than offset by the elimination of a 2143 Assistant Hospital Administrator position with a salary of \$71,000. Ms. Ehrlich indicates that the upgraded A942 W Senior Associated Administrator position performs the duties and responsibilities previously provided by two positions, the 9750 Staff Assistant IX and the 2143 Assistant Hospital Administrator.

5. In order to compensate the Mental Health Skilled Nursing Facility bond funds for the increase in salaries and services to SFGH operations, SFGH has agreed to pay for a portion of the salary to fund the A942 W Senior Associated Administrator position. As noted above, a portion of the A942 W Senior Associated Administrator position for DPH Project Management Services is funded through bond funds. The annual salary for the A942 W Senior Associated Administrator is \$104,557. Including fringe benefits, the position would cost approximately \$131,742 annually, or approximately \$395,226 through FY 1993-94. The portion of the salary and fringe benefits which would be funded through bond funds would be as follows:

|            |                |
|------------|----------------|
| FY 1991-92 | \$ 720*        |
| FY 1992-93 | 101,076        |
| FY 1993-94 | <u>106,130</u> |
| Total      | \$207,926      |

\*\$95,013 would be funded from the remainder of the proceeds from the first bond sale of \$3,000,000 for a total of \$95,733 for FY 1991-92.

6. Mr. Fred Weiner of the CAO's Office reports that the \$40,700 which is budgeted for the Controller's Office - Financial Advisor would be used to pay for services provided by Public Financial Management and Charles A. Bell Securities Corporation. Mr. Weiner indicates that these

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firms were retained for the issuance of the bond sale. The \$12,500 which is budgeted for the City Attorney's Office Bond Counsel costs would be used to pay for counseling services provided by Brown, Wood, Arnelle and Hastie. Only Charles A. Bell is a City-certified as MBE firm. Mr. Weiner also reports that the \$6,000 budgeted for the CAO's Office Bond Coordination would be used to pay for in-house bond coordination services provided by the CAO's Office.

7. Mr. Jim Buker of the DPW's Bureau of Architecture reports that the \$1,108,074 which is budgeted for DPW Construction Management costs would be used as follows over approximately 26 months:

| <u>DPW Construction Management</u>   |           |                    |
|--------------------------------------|-----------|--------------------|
| Principal Architect                  | 2 hrs/wk  | \$ 386,000         |
| Senior Architect                     | 5 hrs/wk  |                    |
| Project Architect                    | 32 hrs/wk |                    |
| Architectural Assistant              | 8 hrs/wk  |                    |
| Secretary                            | 8 hrs/wk  |                    |
| <u>DPW Construction Inspection</u>   |           | 312,000            |
| Senior Inspector                     | 1 hrs/wk  |                    |
| Inspector                            | 40 hrs/wk |                    |
| <u>Consultant Architect</u>          |           | 348,000            |
| Kaplan, McLaughlin, Diaz             |           |                    |
| <u>Contingency</u>                   |           | <u>62,074</u>      |
| (Approximately 5.6 percent)          |           |                    |
| <b>Total Construction Management</b> |           | <b>\$1,108,074</b> |

8. Mr. Tony Leong of the DPW's Bureau of Architecture reports that the Consultant Architect, Kaplan, McLaughlin, Diaz would be undertaking the proposed project as a joint venture with Gordon H. Chong & Associates which is a City-Certified LBE/MBE firm. In addition, the Mechanical Engineer, the Electrical Engineer, the Landscape Architect, and the Civil Engineer which would be subconsultants to Kaplan, McLaughlin, Diaz are City-certified as either MBE, WBE or LBE firms. Mr. Leong indicates that these City-certified subconsultants would perform over 50 percent of the subconsultant work.

9. Mr. Buker reports that the DPW anticipates bids for the construction contract would be issued in January, 1992, and construction is scheduled to be completed by approximately the end of June, 1994. Because the construction contract has not yet been issued, the Budget Analyst recommends that the

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\$21,624,800 budgeted for construction be reserved pending the selection of a contractor, identification of the MBE/WBE/LBE status of the contractor and specific cost details. At the October 9, 1991 Finance Committee meeting, the Committee adopted this recommendation.

10. The Department of City Planning prepared and certified an Environmental Impact Report (EIR) for the project on October 25, 1990, and determined that the project would not have a significant effect on the environment. The proposed resolution (File 30-91-19) would adopt these findings. The Department of City Planning finds that there is no evidence that the proposed project would have a negative impact on the environment. These findings have been adopted pursuant to the California Environmental Quality Act (CEQA) and pursuant to Proposition M. As noted above, the proposed Skilled Nursing Facility upon completion would increase the number of parking spaces by 145, but also eliminate 220 parking spaces, resulting in a net loss of 75 parking spaces. Mr. Dave Felthom of the City Planning Department reports that a proposed restriping project would create a total of 101 additional parking spaces, which would replace the loss of 75 spaces and provide 26 additional parking spaces. Mr. Felthom also reports that after completion of construction of the Mental Health Skilled Nursing Facility, there would be a new demand for parking of 98 spaces, of which 26 spaces are available through the restriping of existing parking lots. Mr. Felthom advises that the EIR which the proposed resolution (File 30-91-19) would adopt has concluded that the remaining 72 spaces (98 spaces less 26 spaces) would have to be absorbed by existing on-street parking. According to Mr. Felthom, given the current shortage of parking in the area, the EIR has concluded that the incremental effect of having an additional shortage of 72 parking spaces would not have a negative impact on the environment. Due to concerns over the apparent general lack of parking in the residential and commercial areas surrounding SFGH, Mr. Felthom reports that an EIR has begun for the proposed construction of a public parking facility at 24th and Utah streets on property owned by the Public Utilities Commission's Municipal Railway.

11. The Board of Supervisors approved a resolution (File 47-90-6) endorsing the construction of a parking facility at 24th and Utah Streets, which would urge the Mayor to urge the Health Commission and the Chief Administrative Officer to begin construction of a parking facility at 24th and Utah Streets in conjunction with the construction of the proposed Skilled Nursing Facility at SFGH; and urging that the construction of such a parking structure be completed earlier

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than, but certainly no later than April, 1994. The Department of Parking and Traffic estimates that construction of the parking facility would begin in May 1992, and be completed by April, 1994. Mr. Tim Johnson of the Department of Parking and Traffic reports that the DPT has estimated that public parking construction generally costs \$16,000 per stall. Based on an estimate of \$16,000 per stall and a proposed capacity of 800 stalls, the proposed new parking facility would cost approximately \$12.8 million to build.

12. On November 19, 1991, the Parking and Traffic Commission approved a resolution which outlined the source of funds for the proposed parking facility. The source of funds would be through issuing Parking Authority Revenue bonds. Net parking revenues from fees charged at the proposed garage and on existing hospital campus parking spaces would be used for the payment of debt service on the bonds. Additional funds which may be needed to meet the bond debt service over and above those generated from hospital parking system revenues would come from the Off-Street Parking Fund's share of City parking meter revenues. Mr. Johnson reports that the parking fees at the proposed garage would be similar to rates charged at other hospital garages. Mr. Johnson also reports that the financing plans have not yet been finalized. Both the financing plan for the proposed garage and the parking rates would be subject to future approval by the Board of Supervisors.

13. Mr. Buker indicates that although the DPW anticipates issuing bids for the construction contract for the proposed skilled nursing facility in January, 1992, construction of the proposed skilled nursing facility would not begin until approximately May, 1992. As noted above, the parking facility is also scheduled to begin construction in May, 1992. Therefore, the construction of the parking facility would begin in conjunction with construction of the proposed skilled nursing facility, as is urged by the proposed resolution (File 47-90-6), and the proposed skilled nursing facility project would not be delayed. The parking facility is estimated to be completed by April, 1994 and the proposed skilled nursing facility is estimated to be completed by June, 1994.

14. As previously noted, on October 9, 1991 the Finance Committee reserved \$21,624,800 of the requested \$23,000,000 pending the selection of a contractor, identification of the MBE/WBE/LBE status of the contractor and specific cost details.

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**Recommendation:** Approve the proposed items (Files 30-91-19, 101-91-10 and 102-91-5).

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Item 16 - File 114-91-10

**Note:** This item was continued from the Finance Committee's meeting of November 6, 1991.

**Department:** Department of Public Works, Bureau of Building Inspection (BBI)

**Item:** Ordinance amending Part II, Chapter 1 of the San Francisco Municipal Code (Building Code) by amending Section 333.1, and amending Part II, Chapter 12 of the San Francisco Municipal Code (Housing Code) by amending Section 302 to establish a fee to defray the costs of the Bureau of Building Inspection to inspect code violation complaints for R-3 occupancies including one and two-family rental dwelling units.

**Description:** The Bureau of Building Inspection (BBI) is proposing an amendment to the San Francisco Building Code, which would add a new license fee of \$10, per dwelling unit, per year, for one and two-family rental dwelling units (\$20 for two-family dwelling units), to the list of authorized fees. BBI further proposes to amend the San Francisco Housing Code to include the collection of the license fees for one and two family rental dwelling units.

BBI reports that its Housing Inspection Division has historically performed code enforcement inspections, based on complaints, on single and two-family dwelling rental units in the City. These complaints are received by BBI from residents or neighbors. However, the Housing Inspection Division presently does not collect a fee for performing such inspections and has not been reimbursed for inspections in the past. BBI estimates that the Housing Inspection Division performs nearly 4,000 inspections each year.

The following summarizes the estimated costs to the Housing Inspection Division to perform 4,000 such code enforcement inspections each year:

|   |           |
|---|-----------|
| Cost of Staff inspections (5,320 Housing Inspector hours @ \$65.25 per hour)            | \$347,130 |
| 2,600 hours of Clerical support @ \$31 per hour (1.25 FTE)                              | 80,600    |
| 1,040 Senior Inspector hours for supervision and administrative support @ \$67 per hour | 69,680    |
| Total estimated cost of performing 4,000 code enforcement inspections each year         | \$497,410 |

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**Comments:**

1. BBI reports that approximately 50,000 single and two-family dwelling units exist in San Francisco. At a proposed cost of \$10.00 per dwelling, the City could receive as much as \$500,000 in additional revenues, which would be used to offset the present cost of performing code enforcement inspections, related to code violation complaints, on single and two-family rental dwelling units.
2. The proposed fee is intended to recover the cost of the 4,000 inspections now performed by the Housing Inspection Division each year. According to Mr. Peter Burns of BBI, the Housing Inspection Division presently subsidizes these code enforcement inspections out of other rental license fee revenues. Because the imposition of this new fee would increase revenues by approximately \$500,000 annually and because the BBI is presently able to subsidize the cost of these code enforcement inspections through its present apartment and hotel license fee revenues, the Budget Analyst believes that the proposed fee is not justified.
3. The City Attorney's Office advises that, by law, fees charged for a specific purpose must be used to fund that specific purpose. With respect to the apartment and hotel license fee revenues, such revenues could not be used to fund code enforcement inspections. Therefore, BBI is requesting an additional \$10 fee for one and two-family dwelling units.
4. However, the Budget Analyst recommends that if a new fee is to be established for performing code enforcement inspections related to code violation complaints on single and two-family rental dwelling units, then the existing fee levels for the other inspections being performed by BBI should be reduced in order to keep BBI only on a self sustaining basis (and not on a basis of revenues exceeding costs) in accordance with the prior policy established by the Board of Supervisors. The Budget Analyst's recommendation would preclude BBI from achieving additional revenues which exceed total BBI costs by approximately \$500,000 annually.

**Recommendation:** Approval of this new fee is a policy matter for the Board of Supervisors. If the proposed new fee is to be established, then, as noted above in Comment No. 4, the Budget Analyst recommends that fees for apartments and hotel licenses be reduced, accordingly.

Item 17 - File 114-91-11

**Note:** This item was continued from the Finance Committee's meeting of November 6, 1991.

**Department:** Department of Public Works, Bureau of Building Inspection (BBI)

**Item:** Ordinance amending Part II, Chapter 1 of the San Francisco Municipal Code (Building Code) by amending Section 333.3 relating to the fee for energy reports and certificates.

**Description:** The Bureau of Building Inspection (BBI) is proposing an amendment to the San Francisco Building Code, which would increase the fee charged by \$5.00, from \$5.25 to \$10.25, a 95 percent increase, for providing Residential Energy Conservation compliance reports and certificates.

In September of 1991, the Board of Supervisors approved the Residential Water Conservation Ordinance (Ordinance No. 185-91), which required that BBI perform residential water conservation inspections concurrently with the present program of residential energy conservation inspections. The ordinance further provided that BBI provide inspection forms and certificates of compliance to document completed inspections. A copy of the certificate of compliance would then be furnished to the Water Department.

Because of the recent enactment of the Residential Water Conservation Ordinance, BBI is requesting an increase in the fees used to pay for the cost of providing the reports and certificates. BBI intends to redesign the residential energy conservation inspection forms and certificates to accommodate the requirements of the Residential Water Conservation Ordinance. BBI has estimated that the costs of implementing the requirements of the Residential Water Conservation Ordinance would increase as follows:

|  |              |
|--|--------------|
| Computer Reprogramming to include residential water conservation requirements in database and to produce Water Conservation Ordinance reports for the Water Department | \$2,000      |
| Redesign and Printing of Residential Energy Conservation Ordinance inspection forms and certificates   | 1,000        |
| Clerical Data entry (approximately 83 hours)   | 2,600        |
| Administration and Supervision of Program (approximately 100 hours)  | <u>6,700</u> |
| Total projected increase in cost   | \$12,300     |

BBI estimates that it conducts roughly 2,500 Residential Energy Conservation Ordinance inspections annually. Given an estimated cost of \$12,300 to administer the Water Conservation inspections, BBI estimates the approximate increase in the fee charged for compliance reports and certificates would be \$5.00 (The estimated increase is rounded to the nearest quarter of a dollar).

**Comment:**

1. BBI has included the \$2,000 cost of reprogramming its computer and producing reports for the Water Department. Since BBI would be producing computer reports for the Water Department, the Water Department should pay for the reports.
2. BBI has also included the cost to redesign the inspection forms and certificate to track residential water conservation inspections performed by the Bureau. However, such one-time costs are relatively minor and could be absorbed by BBI. Most of the cost imposed by the Bureau will be the cost of printing, on a periodic basis, the multipart "NCR" inspection forms and certificates. Mr. Peter Burns of BBI advises that the estimated cost of the inspection forms and certificates is \$0.25 per form, or a total cost of \$1,000 per year, assuming 4,000 copies are produced (2,500 copies used by BBI inspectors plus 1,500 copies for inspections made by private energy inspectors). BBI furnishes the inspection forms to private energy inspectors. However, according to Mr. Burns, the total printing costs are not included in the calculation of the present fee associated with the Residential Energy Conservation Ordinance. Assuming only the cost of printing the inspection forms and certificates and the cost of providing the clerical and administrative time involved, the estimated fee increase would only be \$4.25, not \$5.00. Therefore, the proposed ordinance should be amended to reflect a fee increase from \$5.25 to \$9.50, an increase of \$4.25.

**Recommendation:** Amend the proposed ordinance to increase the amount of the fee from \$5.25 to \$9.50, not \$10.25. Approve the proposed ordinance as amended.

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Item 18 - File 101-91-27

**Department:** Department of Public Works (DPW)  
Bureau of Engineering

**Item:** Supplemental Appropriation Ordinance to fund safety improvements to the Civic Center Power House.

**Amount:** \$200,000

**Source of Funds:** DPW Special Revenue Fund, Real Property Fund Reserve

**Description:** The proposed supplemental appropriation would provide for improvements to the Civic Center Power House at 302 Larkin Street that provides heat to City Hall, City Hall Annex, Brooks Hall, Civic Auditorium, Main Library, Department of Public Health office building (101 Grove Street) and the Emergency Hospital (the Emergency Hospital also uses the steam for its sterilizers).

The Civic Center Power House was constructed in 1915, and the majority of the boiler equipment dates from the original installation. With an anticipated lifespan of 40 to 50 years, the boilers long ago passed their operational prime. Many components of the boiler system have become fatigued from years of use and the manual controls are increasingly difficult to regulate.

The DPW reports that the existing boiler controls cannot guarantee the safe operation of the boilers, and there is currently no safe method of switching from the use of natural gas as fuel to diesel fuel in the event of an immediate shutdown by PG&E. The City pays a lower natural gas rate to PG&E (approximately \$120,000 annually) that gives PG&E the right to stop the flow of natural gas to the Civic Center Power House during the peak usage periods when PG&E's other customers require more natural gas. When this occurs, the boiler fuel must be switched to diesel fuel. DPW reports that although PG&E has requested to shut off the natural gas supply in recent years, DPW has denied the requests because of the inability to switch over to the use of diesel fuel. Delays in performing the recommended work will increase the chances of an accident or an extended interruption in service. The Department of Public Works believes that the boilers may not be able to provide service through the coming winter and propose making improvements in the following three areas:

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### Safe Boiler Operation

According to the State Uniform Mechanical Code, a low water cut-off check sensor, combustion control, and flame safeguard are the minimum requirements for automatic boilers. While there is a low water cut-off check, on the Civic Center Power House boilers, combustion control is provided only for natural gas, and the flame safeguard feature is nonexistent. Flame safeguard is concerned with both proof of flame and flame failure detection. DPW proposes installing new packaged burners that contain these essential items and provide safety measures for both the natural gas and diesel fuel operations.

### Improved Control

The proposed new packaged burners include a control package that will:

Detect in a sequential manner:

- 1) pilot fuel ignition and proof of flame
- 2) main burner fuel ignition and proof of combustion
- 3) main flame failure

Electrically react to any of the above detections, providing an automatic and almost instantaneous correction to any fuel or flame failure

Stop upon demand from an external signal (pressure or temperature control, or manual override)

Provide safe starts, operation, and burner shutdown should an unsafe condition occur

Permit power house operators to start the backup diesel fuel pump system when natural gas service is shutdown by PG&E

### Improved Diesel Fuel Capability

For proper combustion, steam must be injected into diesel fuel oil. With the existing equipment, this requires continuous adjustment of two valves and visual monitoring of the boiler stack by running up a flight of stairs to street level. These manipulations are necessary to maintain the correct ratio of steam to diesel fuel oil. Manual adjustment and the time delay of the visual monitoring are two of the factors that make it very difficult to make the rapid adjustments and re-

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adjustments necessary to properly regulate the steam and diesel fuel oil mixture.

The Civic Center Power House also has safety problems when operating on diesel fuel. Each boiler has two burners and the operator must maintain the proper pressure between the control valves described above to sustain combustion in the burners. If the flame of one of the burners goes out, the firebox will begin to fill with fuel which could be ignited by the other burner resulting in an explosion. Such an explosion could destroy the Power House.

The proposed new packaged burners would eliminate this unsafe manual procedure by metering the proper mixture of fuel and steam and preventing flame failure with flame safeguard controls automatically. The safety of the system would increase, and a dependable standby fuel source (diesel) would be insured in case PG&E shuts off the normal fuel (natural gas).

DPW's estimate of the costs to rehabilitate the Civic Center Power House boilers is as follows:

Construction:

|  |               |
|--|---------------|
| Diesel Fuel Oil Pump Set                 | \$10,000      |
| Packaged Dual Fuel Burners and           |               |
| Combustion Controls                      | 95,000        |
| Plumbing and Pipes                       | 6,525         |
| Asbestos Removal                         | 60,000        |
| Electrical System                        | 135,000       |
| Retrofit Factor (10%)                    | <u>30,655</u> |
| Total Construction                       | \$337,180     |
| Contingencies(10% of total construction) | 33,718        |
| Engineering Design                       | 32,000        |
| Construction Management                  | <u>32,000</u> |
| Total Estimated Project Cost             | \$434,898     |

Although the estimated total project cost is \$434,898, the proposed supplemental appropriation is for \$200,000 which would, according to DPW, provide funding for only the boiler safety and boiler control improvements but not the improvements for burning diesel fuel. The \$234,898 balance would not be funded at this time due to budget constraints.

**Comments:**

1. The Board of Supervisors recently approved emergency expenditures of \$162,000 to make repairs to the insides of the Civic Center Power House boilers in response to a citation issued by the State Office of Occupational Safety and Health Administration (OSHA). According to DPW, these emergency repairs were to the inside of the boilers, whereas the proposed supplemental appropriation would fund other improvements not addressed by the OSHA citation.
2. Because of the possibility of a bond issue to be submitted to the voters in June 1992 for Civic Center improvements, including funding to replace the Civic Center Power House, a resolution will be brought before the Board of Supervisors (File 170-91-9) to provide for the reimbursement of Power House improvements costs from the proceeds of such bonds, including the costs under this proposed supplemental appropriation ordinance. According to DPW, the proposed improvements need to be made as soon as possible and cannot be delayed for the approximately five years that they indicate would occur between the time a bond issue is passed and the time the bond proceeds actually become available for replacing the Civic Center Power House.
3. By its letter dated October 21, 1991, the Capital Improvement Advisory Committee recommends approval of the proposed Civic Center Power House improvements costing an estimated \$434,898.
4. According to DPW, the proposed improvements are scheduled to be performed during summer months beginning in June 1992 and will be completed by October 1992. DPW will try to avoid having both boilers under construction at any one time so that one boiler will always be available to supply heat, if needed. DPW indicates that if both boilers are under construction at the same time, the Emergency Hospital can take their instruments to San Francisco General Hospital for sterilization.
5. DPW would contract out for the proposed improvements. Therefore, the proposed supplemental funding should be reserved pending selection of the contractor and determination of the MBE/WBE status of the contractor.

**Recommendation:** Amend the proposed supplemental appropriation ordinance to reserve the \$200,000 request and approve the proposed ordinance as amended.

Item 19 - File 47-91-15

**Note:** This item was transferred from the Economic and Social Policy Committee as it was determined to have a fiscal impact on the City.

**Department:** Department of Parking and Traffic

**Item:** The proposed resolution would reinstate special Sunday parking rates at the Sutter-Stockton Parking Garage and require a report from the Department of Parking and Traffic by June 1, 1992, analyzing the impact of this legislation.

**Description:** The Board of Supervisors recently approved legislation (File 47-91-12) to increase parking rates at the City-owned parking facilities, to offset the increased costs incurred by the operation of the City-owned parking facilities as a result of the recent increase in the City's parking tax rate from 20 percent to 25 percent. The new parking rate increases included the elimination of the long-standing special lower Sunday rates at the Sutter-Stockton Parking Garage. The Board of Directors of the City of San Francisco Uptown Parking Corporation, a nonprofit corporation which operates the Sutter-Stockton Garage, has requested that the special lower Sunday rates be reinstated because (1) they believe that the recent rate increases will discourage parking on Sundays by those patrons who are already using the garage, thereby having an adverse effect on downtown businesses and (2) since Sundays are a family day, lower parking rates would be an inducement for families to come to the Union Square area for a family outing.

Mr. Kevin Hagerty of the Department of Parking and Traffic reports that the Department conducted a parking survey, on several City garages, that included the Sutter-Stockton Garage, in November and December of 1990. The survey determined that during this peak period, the Sutter-Stockton Garage was never filled to capacity on Sundays. According to Mr. Hagerty, the Department acknowledges that the Sutter-Stockton Garage is underutilized on Sundays and therefore concurs that the lower parking rates, as recommended by the Board of Directors of the City of San Francisco Uptown Parking Corporation, be reinstated.

The proposed legislation would reinstate the special Sunday parking rates at the Sutter-Stockton Garage as follows:

|        | <u>Current<br/>Rate</u> | <u>Proposed<br/>Rate</u> |
|--------|-------------------------|--------------------------|
| 1 hr.  | \$0.75                  | \$0.75                   |
| 2 hrs. | 1.25                    | 1.25                     |
| 3 hrs. | 2.50                    | 2.50*                    |
| 4 hrs. | 4.75                    | -                        |
| 5 hrs. | 8.00                    | -                        |
| 6 hrs. | 11.00                   | -                        |
| 7 hrs. | 14.75                   | -                        |

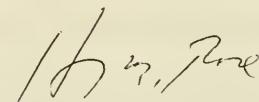
\* Maximum parking rate is \$2.50 for three or more hours. Therefore, the proposed Sunday rates would be reduced for those who park for over three hours to a flat rate of \$2.50.

**Comments:**

1. Mr. Hagerty reports that the Department projects that the reinstatement of the special lower Sunday parking rates would result in reduced revenues of approximately \$25,000 to \$50,000 annually to the City. Mr. Hagerty advises that within the \$25,000 to \$50,000 range, the actual level of the reduction in revenues would depend upon the extent to which the level of patronage at the Garage increases as a result of the reinstated special lower Sunday parking rates.
2. On November 11, 1991, the Economic and Social Policy Committee amended the proposed legislation to require that a report from the Department of Parking and Traffic be completed by June 1, 1992 analyzing the impact of this legislation, and approved the proposed resolution, as amended.

Memo to Finance Committee  
November 27, 1991

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey



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sel  
Memo to Finance Committee  
November 27, 1991

REVISED

Item 3 - File 127-91-13

**Note:** This item was continued at the November 13, 1991 Finance Committee meeting.

**Item:**

Ordinance amending Article 12-A and Article 12-B of Part III of the City's Municipal Code (Payroll Expense Tax Ordinance and Gross Receipts Tax Ordinance) by amending Section 906 and Section 1005.5, respectively, to exempt any tenant of the Port of San Francisco whose principle business is ship repair and whose work force consists of at least 30 percent San Francisco residents and also to exempt any subcontractor of any such exempt ship repair business which derives at least 70 percent of its revenues from the ship repair industry.

**Description:**

On September 3, 1991, the Board of Supervisors passed a resolution urging the Mayor to urge the Port Commission to adopt a Seven Point Policy Plan in support of the survival of the ship repair industry in San Francisco. The seventh point of this Seven Point Policy Plan was to support amendments to the City's Municipal Code that would provide exemption from the City's Payroll and Gross Receipts Tax to all tenants of the Port of San Francisco whose principal business is ship repair and at least 30 percent of their work force are San Francisco residents and to exempt from the Payroll and Gross Receipts Tax all subcontractors of these ship repair businesses who derive at least 70 percent of their revenues from the ship repair industry. The proposed ordinance would amend the City's Municipal Code to exempt those ship repair companies and subcontractors meeting the above conditions.

**Comments:**

1. Mr. Richard Sullivan of the Tax Collector's Office reports that the ship repair companies would have to apply for the Payroll and Gross Receipts Tax exemption by annually submitting a report to the Tax Collector's Office requesting the exemption and providing documentation of the company's compliance with the proposed ordinance's requirement that at least 30 percent of their work force are San Francisco residents and, for ship repair subcontractors, that at least 70 percent of their revenues are from the ship repair industry. In response to inquiries by the Finance Committee, Mr. Sullivan reports that the Tax Collector would look at the total time worked by the ship repair company's work force compared to the total time worked by the company's San Francisco work force to determine whether 30 percent of the ship repair company's and subcontractor's work force are San Francisco residents. The Tax Collector

 BOARD OF SUPERVISORS

BUDGET ANALYST - RECOMMENDATIONS

would perform sampling audits periodically to verify that the ship repair company is reporting accurate information on the residency of its work force.

2. Currently, only nonprofit corporations and Skilled Nursing Facilities are exempt from the City's Payroll and Gross Receipts Tax.

3. For FY 1991-92, the City has budgeted \$147.2 million or 11.3 percent of the General Fund revenue in Payroll and Gross Receipts Taxes.

4. Mr. Sullivan reports that the ship repair industry paid \$352,731.73 in Payroll Taxes in calendar year 1989 and \$360,836.18 in Payroll Taxes in calendar year 1990, or approximately .24 percent of the City's total Payroll and Gross Receipts Tax revenues. Therefore, based on previous experience, the proposed ordinance could result in reduced General Fund revenues to the City of approximately \$360,836 annually.

5. At the October 30, 1991 Finance Committee meeting the following two amendments to the proposed ordinance were introduced: (1) to delineate the special distressed condition of the ship repair industry and (2) to require 30 percent of the subcontractors' work force be San Francisco residents. The following two other amendments have since been drafted: (1) the tax exemptions would not be operative for calendar year 1992 unless the revenues actually collected under the Payroll and Gross Receipts Tax for FY 1991-92 exceed the budgeted revenues. On or before March 30, 1992, the Controller would certify to the Board of Supervisors whether actual revenues exceed budgeted revenues, and (2) the tax exemptions for the ship repair industry would expire on December 31, 1993, such that the proposed ordinance would be in effect for two years if actual Payroll and Gross Receipts Tax revenues exceed budgeted revenues, and one year (only calendar year 1993) if actual Gross Receipts Tax revenues do not exceed budgeted revenues.

6. Based on updated information provided by the sponsor of the proposed legislation, additional amendments to the proposed legislation have been drafted and will be introduced at the November 27, 1991 Finance Committee meeting. These amendments would provide an exemption of 50 percent of the ship repair businesses Payroll and Gross Receipts Tax for the first year (fiscal year 1992-93) and a 100 percent exemption for the second year (fiscal year 1993-94). This exemption would "sunset" after this two year period.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

In order to qualify for this exemption, the prime contractor ship repair businesses would be required to have San Francisco residents comprise 60 percent of their enrollees in their training programs. In addition, as required in the existing proposed legislation, at least 30 percent of both the prime and subcontractor's workforce must be San Francisco residents and ship repair must comprise at least 70 percent of the subcontractor's revenues. Furthermore, the proposed amendments would include a target of at least 35 percent of the workforce to be residents of San Francisco for the second year of the program for the prime contractors.

7. The proposed Payroll and Gross Receipts Tax exemption would not necessarily increase the ship repair industry's total output. However, in response to inquiries by the Finance Committee, the Budget Analyst has researched the direct and indirect impacts on San Francisco's employment from increasing the ship repair industry's total output. Using an input-output model prepared by the Association of Bay Area Governments (ABAG), the approximate job coefficient of the employment-production function for ship repair is .017. That is, for every \$1,000 of output increase, employment in the ship repair industry increases by .017 jobs. For example, an increase in output for ship repair services of \$1,000,000 would result in a direct ship repair job change of 17 jobs (.017 x \$1,000,000)/\$1,000). To calculate the employment impact on the entire San Francisco economy, we would use ABAG's Type I employment impact estimator for the ship repair industry of 1.2 to get 20.4 jobs (1.2 x 17). Hence, by this method of estimation, from an increase of \$1 million in output to the ship repair industry, the direct employment impact on the ship repair industry is 17 jobs and the indirect non-ship repair employment impact is approximately 3.4 jobs (20.4 - 17). These 20.4 jobs are assumed to be new additional jobs generated by the increase in ship repair output, and not jobs being shifted from one part of the City or Bay Area region to another. In addition, the increase of \$1 million in ship repair output could have a multiplier effect on the Bay Area economy as a whole of approximately 39 new jobs.

The impact of these new jobs on the City's tax base would potentially be the following: (a) for the 3.4 new indirect jobs, an undetermined amount of increase in the City's Payroll or Gross Receipts Tax revenues (depends on whether these businesses are subject to the City's Payroll and Gross Receipts Taxes and the wages of the new jobs), and (b) for all of the 20.4 new jobs (assuming the employees live, own their own homes, work and shop in San Francisco), additional Sales, Property Parking and Property Transfer Tax revenues

Memo to Finance Committee  
November 27, 1991

in an undetermined amount. In addition, the City could collect revenues from parking tickets and other fees charged by the City such as the Zoo, the museums and Muni, etc.

**Recommendation:** The proposed ordinance is a policy decision for the Board of Supervisors.

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CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, DECEMBER 4, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

DOCUMENTS DEPT

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NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 7-91-15. [Contract Approval Trolley Coaches Purchase] Resolution authorizing San Francisco Municipal Railway to modify a contract with New Flyer Industries Limited to exercise the option to purchase twenty-five additional Articulated Trolley Coaches. (Public Utilities Commission)
  - b. File 23-91-5. [Claims Against the Government] Resolution waiving the Statute of Limitations with respect to payment of certain warrants of City & County of San Francisco, in the sum of \$5,219.60 a legal obligation of the City and County of San Francisco. (Department of Public Health)
  - c. File 150-91-3. [Grant - State Funds] Resolution authorizing the Recreation and Park Department to apply for grant funds in the amount of \$150,000 from the Habitat Conservation Fund Program of the California Wildlife Protection Act of 1990 for India Basin Wetlands Restoration Phase I Project. (Recreation & Park Department)
  - d. File 101-89-34.6. [Release of Funds] Requesting release of reserved funds, Public Library, in an amount totaling \$83,977, for Library Management Services salaries and benefits (\$72,317), and Branch Library Renovation Project moving costs (\$11,060). (Public Library)

ACTION:

REGULAR CALENDAR

2. File 170-91-8. [Housing Revenue Bond] Resolution of the Board of Supervisors of the City and County of San Francisco authorizing the issuance, sale and delivery of City and County of San Francisco Multifamily Housing Revenue Bonds, (The Artark Apartments), 1991, Issue A, in a principal amount not to exceed one million seven hundred eighty thousand dollars (\$1,780,000); approving and authorizing the execution and delivery of an indenture of trust, a loan agreement and a regulatory agreement and declaration of restrictive covenants; and authorizing the execution and delivery of and approving other related documents and actions in connection therewith. (Supervisor Hallinan on behalf of Supervisor Gonzalez)

ACTION:

3. File 170-91-9. [Reimbursement from Bond Proceeds] Resolution declaring official intent of the City and County of San Francisco to reimburse finds for repair of the Civic Center Heating System from proceeds of taxable or tax-exempt indebtedness. (Supervisor Hallinan)

ACTION:

4. File 115-90-4. [Neighborhood Commercial District — Permitted Uses] Ordinance amending Part II, Chapter II of the San Francisco Municipal Code (City Planning Code) by amending Section 179 to extend the deadline to file applications for permits and conditional use authorization to comply with applicable code requirements; and finding consistency with the priority policies set forth in City Planning Code Section 101.1. (Supervisor Maher)

(Consideration continued from 10/9/91)

ACTION:

5. File 101-91-20. [Government Funding] Ordinance appropriating \$17,671, Municipal Railway, for permanent salaries, mandatory fringe benefits, for the creation of one position (Classification 1771 Media Production Specialist); companion measure to File 102-91-9. RO #91085. (Controller)

ACTION:

6. File 102-91-9. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Municipal Railway, reflecting the addition of one position (Classification 1771 Media Production Specialist); companion measure to File 101-91-20. (Civil Service Commission)

ACTION:

7. File 32-91-2. Hearing to consider cable television rates; when will cable television be available to all San Francisco, specifically housing projects; and will Viacom consider "lifeline" rates for fixed income residents similar to PG&E's and Pacific Bell's lifeline rates." (Supervisors Shelley & Achtenberg)

ACTION:

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

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CITY AND COUNTY



Public Library, Documents Dept.  
ATTN: Gerry Roth

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

December 2, 1991

DOCUMENT

DEC 5

SAN FRANCISCO  
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**TO:** ~~Finance Committee~~

**FROM:** ~~Budget Analyst~~ *Recommendations*

**SUBJECT:** December 4, 1991 Finance Committee Meeting

Item 1a - File 7-91-15

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Resolution authorizing the San Francisco Municipal Railway to modify a contract with New Flyer Industries, Limited to exercise the option to purchase 25 additional Articulated Trolley Coaches.

**Amount of Contract Option:** Not to exceed \$15,300,000.

**Description:** The Board of Supervisors previously approved legislation authorizing the MUNI to enter into a contract with New Flyer Industries, Limited for the purchase of 35 Articulated Trolley Coaches, in the amount of \$22,791,418 (File 7-90-7), to replace existing trolleys. Of the \$22,791,418, \$21,420,000 was for the actual cost of the trolleys and \$1,371,418 was for training, design and engineering, operation and maintenance manuals, diagnostic equipment and maintenance equipment. Not included in the contract amount was an additional \$1,591,117 in sales tax, to be paid to the State, for a total of \$24,382,535. The MUNI had identified \$18,411,750 in Urban Transit Administration grant funds and \$6,337,500 in local matching State Transportation Planning and Development and MUNI Improvement Corporation funds, for a total of \$24,749,250, to pay for these costs.

While the available Federal funding for the original contract with New Flyer Industries, Limited was only sufficient to purchase 35 Articulated Trolleys, the Capital Improvement Program and Vehicle Replacement Plan for the MUNI calls for program service expansion and improvements which require the acquisition of an additional 25 Articulated Trolleys, for a total of 60 trolleys. The MUNI reports that the original contract with New Flyer Industries, Limited provides that any change order to exercise the option for additional Articulated Trolleys within one year would be at the original \$612,000 per trolley price.

**Comments:**

1. The MUNI advises that the additional 25 Articulated Trolleys, at a cost of \$15,300,000, would be paid for by State Transit Capital Improvement and Transportation Sales Tax funds which are appropriated in the Department's 1991-92 Capital Improvement budget. Additionally, sales tax in the amount of \$1,231,313 would be paid for by local matching State Transit Capital Improvement funds, bridge toll revenues, Regional Transit Development Act funds and local sales tax funds.
2. The previously purchased 35 Articulated Trolleys, as well as the proposed 25 Articulated Trolleys are longer than the existing trolleys, which they will replace (60 feet as opposed to 40 feet). Additionally, the Articulated Trolleys differ from the existing trolleys, as follows: (1) they contain a battery power supply, which will allow the trolley to operate off-wire for a short period of time and (2) they are capable of regenerating electricity when going down hill, which can help supply other trolleys on the line.
3. MUNI reports that because of the larger size of the Articulated Trolleys, MUNI will be able to maintain current operating capacity and replace approximately three existing trolleys for every two Articulated Trolleys brought into operation. Given that MUNI would be purchasing a total of 60 trolleys, MUNI would retire approximately 90 trolleys.
4. MUNI estimates that operating costs for the Articulated Trolleys will be ten percent higher per trolley as compared to the existing trolleys. However, according to Mr. Bruce Bernhard of the MUNI, overall repair costs would remain the same as the existing trolleys because MUNI would be operating fewer trolleys.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 1b - File 23-91-5

**Item:** Resolution waiving the statute of limitations with respect to payment of certain warrants of the City and County of San Francisco in the sum of \$5,219.60, a legal obligation of the City and County of San Francisco.

**Description:** According to Section 10.181 of the San Francisco Administrative Code, a warrant issued by the City and County of San Francisco becomes void one year from the date issued. The payee of the warrant may present such warrants to the Controller for payment up to three years from the date that it was considered invalid, or four years from the original issue date. After that point, the Controller may no longer pay such warrants because the statute of limitations has expired, unless approval is obtained from the Board of Supervisors.

The proposed resolution would waive these statute of limitations and would authorize the Controller's Office to replace the following 11 warrants:

| <u>Name</u>       | <u>Issued</u> | <u>Warrant No.</u> | <u>Amount</u> |
|-------------------|---------------|--------------------|---------------|
| Harris, Joseph L. | 9/17/85       | 515-5008823        | \$261.24      |
| Harris, Joseph L. | 9/6/85        | 515-5000902        | 528.42        |
| Jacob, Rolf G.    | 9/4/85        | 515-4999900        | 246.95        |
| Jacob, Rolf G.    | 9/17/85       | 515-5008458        | 122.09        |
| Sanchez, Richard  | 7/22/86       | 516-1187340        | 46.15         |
| Toy, Stanley Jr.  | 9/4/85        | 515-4999855        | 2,486.10      |
| Toy, Stanley Jr.  | 9/4/85        | 515-4999877        | 98.78         |
| Toy, Stanley Jr.  | 9/6/85        | 515-5000930        | 101.70        |
| Toy, Stanley Jr.  | 9/17/85       | 515-5008413        | 1,229.05      |
| Toy, Stanley Jr.  | 9/17/85       | 515-5008435        | 48.84         |
| Toy, Stanley Jr.  | 9/17/85       | 515-5008851        | <u>50.28</u>  |
|                   |               | Total              | \$5,219.60    |

**Comments:**

1. As reflected above, the proposed 11 warrants were issued between five to six years ago. According to Ms. Alava, of the Controller's Office, all of the payees report that they did not receive their warrants, and have requested on their own initiative, that those warrants be reissued.
2. Ms. Alava advises that the Controller's Office automatically cancelled these 11 warrants, which had not been cashed one year after the original issue date. The Controller's Office has verified that it has made no payments on these 11 warrants, Ms. Alava reports.
3. All of the claimants have provided goods or services to the City, Ms. Alava advises.
4. According to Mr. Henry Leigh of the Controller's Office, the City and County of San Francisco has sufficient funds to pay the \$5,219.60 to the above payees. Mr. Leigh reports that, when a warrant is automatically cancelled, the funds are placed in a special General Fund account for the replacement of the warrant upon request.
5. Mr. Ted Lakey of the City Attorney's Office reports that the City is under no legal obligation to pay the expired warrants.

**Recommendation:**

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 1c - File 150-91-3

**Department:** Recreation and Park Department

**Item:** Resolution authorizing the Recreation and Park Department to apply for a new State grant.

**Grant Amount:** \$150,000

**Grant Period:** March 1, 1992 through February 28, 1993

**Source of Funds:** Habitat Conservation Fund, California Department of Parks and Recreation

**Project:** India Basin Wetlands Restoration, Phase I

**Description:** The State has enacted the California Wildlife Protection Act of 1990, which provides funds to the State of California for grants to local agencies to acquire and/or develop facilities for public recreational and fish and wildlife habitat protection purposes. The proposed grant funds would be used for Phase I of the India Basin Wetlands Restoration Project. Phase I of the proposed project would include the removal of submerged debris and scuttled vessels which have been dumped and abandoned at the water's edge. Phase II of the proposed project, which the Recreation and Park Department would begin upon the completion of Phase I in FY 1992-93, would include landscaping of inland areas and restoration of wetland and shoreline habitats.

The India Basin land was purchased with funds from the Open Space Fund and is the only Bay shore land held by the Recreation and Park Department. The India Basin land is located in the area of Innes Avenue and Hunters Point Boulevard. It has been used for years as a dumping ground and squatters' settlement, and has several barges and other vessels, both beached and submerged, which must be removed prior to restoring the wildlife and vegetative habitats desired in Bay wetlands.

**Required Match:** \$150,000 available through previously appropriated FY 1990-91 Open Space funding (See Comment #2).

**Project Budget:**

|   |  |           |
|---|--|-----------|
| <u>Contractual Services</u>               |  |           |
| Beach and Underwater Clean-up             |  | \$100,000 |
| Removal of Barges and/or Dredging         |  | 100,000   |
| <u>DPW Work Order</u>                     |  |           |
| Engineering, Architectural and Inspection |  | 50,000    |

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Contingency

Approximately 15 percent of Contractual Services 29,900

Indirect Costs

Total Project 20,100

\$300,000

**Indirect Costs:** \$20,100 or 6.7 percent of the total project budget

**Comments:**

1. Ms. Deborah Learner of the Recreation and Park Department reports that more specific budget details would be provided when the Recreation and Park Department requests authorization to accept and expend the proposed grant funds.
2. As noted above, \$150,000 in required matching funds would come from the FY 1990-91 Open Space Fund allocation. Ms. Learner reports that the proposed \$150,000 in matching funds was allocated specifically for the India Basin Wetlands Restoration project.
3. Also as noted above, indirect costs in the amount of \$20,100 would be included in the budget for the proposed grant. Therefore, the title of the proposed resolution should be amended to indicate that indirect costs in the amount of \$20,100 would be included in the proposed grant.

**Recommendation:** Amend the title of the proposed resolution to indicate that indirect costs in the amount of \$20,100 would be included in the proposed grant. Approve the proposed resolution as amended.

Item 1d - File 101-89-34.6

**Department:** San Francisco Public Library

**Item:** Release of Reserved Funds

**Amount:** \$83,977

**Source of Funds:** 1988 Library Improvement Bond Funds

**Description:** The Board of Supervisors previously approved a supplemental appropriation in the amount of \$11,366,423, for various capital improvement projects and associated project positions (File 101-89-34), for the Public Library. At the same time, the Board of Supervisors reserved \$3,940,277, pending (1) completion of construction cost estimates and plans for the various Branch Libraries under consideration for improvements and (2) classification, salary standardization and review of the various project staff positions. Of the \$3,940,277 originally placed on reserve, \$2,173,690 has previously been released, leaving a balance of \$1,766,587 on reserve. Of the \$1,766,587, \$1,679,255 is for construction related costs and \$87,332 is for miscellaneous project services (i.e., staffing). The Public Library is now requesting that \$72,317 be released from reserve to pay for Salaries and Fringe Benefits for three project positions, plus \$11,660 to pay for moving costs associated with the Branch Library renovation, for a total of \$83,977. The Public Library reports that the funds for these positions were placed on reserve in 1989-90 pending information on 1990-91 salary standardization results. The moving costs are associated with the temporary relocation of library branches that are undergoing renovation. The Public Library's proposed expenditure of the \$83,977 is detailed below:

Personnel

|                           |               |
|---------------------------|---------------|
| Chief Librarian (.40 FTE) | \$26,343      |
| Librarian II (.40 FTE)    | 19,086        |
| Secretary II (.40 FTE)    | 11,760        |
| Fringe Benefits (26%)     | <u>15,128</u> |

\$72,317

Moving Costs

|                       |                 |
|-----------------------|-----------------|
| Sunset Branch         | \$6,660         |
| Presidio Branch       | 2,500           |
| Library for the Blind | <u>2,500</u>    |
| Subtotal              | 11,660          |
| Total                 | <u>\$83,977</u> |

Memo to Finance Committee  
December 4, 1991

**Recommendation:** Approve the release of reserved funds in the amount of  
\$83,977.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 2 - File 170-91-8

**Item:** Resolution authorizing the issuance, sale and delivery of City and County Mortgage Revenue Bonds; approving and authorizing the execution and delivery of an indenture of trust, a loan agreement and a regulatory agreement and declaration of restrictive covenants; and authorizing the execution and delivery of and approving other related documents and actions in connection therewith, to finance the construction of a multi-family residential development.

**Amount:** \$1.78 million

**Description:** On September 9, 1991, the Board of Supervisors adopted a resolution declaring the City's intent to sell Mortgage Revenue Bonds to finance the construction of a multi-family residential development at 18th and Arkansas Streets by Art Space Partners I, a nonprofit housing development corporation (Resolution 800-91). The proposed resolution would authorize the issuance, sale and delivery of \$1.78 million of these Mortgage Revenue Bonds. The proposed Mortgage Revenue Bonds would fund a 29-unit live-work cooperative for low-income artists which will be named the Art Ark Apartments. The proposed live-work development for artists would be open-space apartments with closed off bathrooms and kitchens. The tenants can create other separate rooms within building code specifications. Art Space Partners I has an agreement with Rick Holliday, a developer, to build the live-work units.

Mortgage Revenue Bonds are issued to help finance private housing developments with the goal of inducing the developer to build low and moderate income housing. Mortgage Revenue Bonds are tax exempt which reduces their interest rates. The proposed Mortgage Revenue Bonds would be for a 30-year period. The interest rate has not yet been established. The City would issue the bonds and the developer would be responsible for repaying the bonds. Art Space Partners I would repay the proposed Mortgage Revenue Bonds with the rents collected from the live-work units.

**Comment:**

1. According to Mr. Joe LaTorre of the Mayor's Office of Housing and Community Development (MOHCD), the City has no legal obligation to repay the bonds if the developer defaults on them. However, if the City had a series of Housing Mortgage Revenue Bond defaults, the City's rating regarding Housing Mortgage Revenue Bonds could decline.

2. Approximately 40 percent or 12 of the 29 units would be rented at levels affordable to households at 60 percent of median income. The remaining 17 units would be rented at levels affordable to households at 80 percent of median income. Based on the current median income level of \$49,900 for a family of four and \$34,930 for a single person, the projected live-work rents would range from \$360 to \$750 per month. Low-income artists would have annual two-person incomes of between \$19,950 to \$31,920 or less. The rent amount is calculated on the total square footage of the unit and the income of the tenant(s).
3. According to Mr. Steve Melikian, bond counsel for MOHCD, MOHCD would receive one fourth of one percent of the \$1.78 million bond or \$4,450 up front and one-eighth of one percent or \$2,136 for the first year of the outstanding principal annually for administrative expenses associated with administering and overseeing the proposed project. The trustee of the bonds, Security Pacific National Bank, would pay the MOHCD the one-eighth of one percent each year for the 30 years over the life of the proposed Mortgage Revenue Bonds.

**Recommendation:** Based on the prior declaration of intent of the Board of Supervisors, approve the proposed resolution.

Item 3 - File 170-91-9

1. The proposed resolution would declare the official intent of the City to reimburse itself for any repairs to the Civic Center heating system from the proceeds of taxable or tax-exempt indebtedness (bonds).

2. A \$200,000 supplemental appropriation ordinance (File 101-91-27) for repairs to the Civic Center Power House boilers that provide heat to City Hall and other City offices is currently before the Board of Supervisors. The proposed boiler repairs and improvements are temporary measures, according to the Department of Public Works, that will provide greater safety, better control of the boiler operations and the flexibility to use diesel oil as an alternative fuel for the boilers should PG&E turn off the natural gas supply to the Civic Center Power House (the City pays a lower than normal rate for natural gas under an agreement with PG&E that allows PG&E to turn off the natural gas supply during periods of peak demand). The Department of Public Works Special Revenue Fund, Real Property Fund Reserve, would be the source of funds for the proposed \$200,000 supplemental appropriation ordinance.

3. A \$25.4 million bond issue may be submitted to the voters in June, 1992 for Civic Center heating system improvements, including replacing the Civic Center Power House.

4. According to Mr. Robert Kenealey of the City Attorney's Office, U. S. Internal Revenue Service regulations require that the City must declare its official intent to reimburse itself for the proposed repairs to the Civic Center Power House boilers in order to use proceeds of the proposed \$60 million bond issuance, or the proceeds of any other taxable or tax-exempt indebtedness incurred by the City.

Comment

The proposed resolution declaring the City's official intent to reimburse itself does not bind the City to make any expenditure, incur any indebtedness (such as bonds) or proceed with the proposed Civic Center Power House boiler improvement project referred to in Point 2, above.

Recommendation

Approve the proposed resolution.

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Item 4 - File 115-90-4

**Note:** This item was continued at the October 9, 1991 Finance Committee meeting.

**Item:** Ordinance amending Part II, Chapter II of the San Francisco Municipal Code by amending Section 179 of the Planning Code.

**Department:** City Planning

**Description:** The proposed legislation would amend Part II, Chapter II of the San Francisco Municipal Code by amending Section 179 of the Planning Code to extend the deadline to file applications for use permits to comply with applicable code requirements.

The existing provisions of Section 179 of the Planning Code regulate uses of buildings located in Neighborhood Commercial Districts. On March 13, 1987, the Board of Supervisors approved Ordinance No. 69-87 which, among other provisions, provided for regulation of building standards and uses in Neighborhood Commercial Districts and imposed new requirements for building use authorization, in order to establish new procedures for review of building use in such districts and to establish new compliance regulations.

Section 179(d) provides that any building use located in a neighborhood commercial district, which (1) existed on the effective date of Ordinance 69-87 and was permitted as a principal use at the time the building was established, (2) the required permits had not been obtained, and (3) which building use is not permitted by the enactment of Ordinance 69-87, will be allowed to continue if certain conditions are met. One of these additional conditions requires an application to be filed for all permits necessary to bring the building use into compliance with applicable code requirements and substantially complete all work within three years, or by April 12, 1990, of the effective date of Ordinance No. 69-87.

Section 179(f) provides that any building use located in a neighborhood commercial district, which (1) existed on the effective date of Ordinance 69-87 and was permitted as a conditional use at the time the building was established, (2) the required permits had not been obtained, and (3) which building use is not permitted by the enactment of Ordinance 69-87, will be allowed to continue if certain conditions are met. One of these conditions requires applications for conditional use authorization and other necessary permits to bring the use into compliance with applicable code requirements and substantially complete all work within three years, or by April 12, 1990, of the effective date of Ordinance No. 69-87.

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The proposed legislation would (1) amend Section 179(d) to extend the deadline for an additional three years to file applications legally for use permits to comply with applicable code requirements under Ordinance No. 69-87 and (2) amend Section 179(f) to extend the deadline for an additional three years to file applications legally for conditional use authorizations and other permits to comply with applicable code requirements under Ordinance No. 69-87. Therefore, the proposed ordinance would extend the deadline in which illegal commercial occupants can legally file necessary building permits to within three years of the effective date of the proposed ordinance. The time for completion of all work required for compliance with all applicable codes may be extended for an additional one year should delays be caused by a government agency or by legal action.

**Comments:**

1. Mr. Robert Passmore of the Department of City Planning reports that more building permit applications would be filed if the proposed extension is approved and that the Department anticipates additional costs associated with these filing of applications. Mr. Passmore indicates that under the current provisions, since illegal commercial occupants can no longer legally file a building permit application because the date expired on April 12, 1990, there is no incentive for the illegal occupants to file a permit. Mr. Passmore notes that it is likely that illegal commercial occupants would never file a building permit application in order to conform with commercial standards, unless illegal occupants are given the opportunity to legally do so under the proposed extension. Mr. Passmore reports that the Department of City Planning has not been actively enforcing Ordinance 69-87, but rather illegal commercial occupants have been brought to the Department's attention through one of three ways:

1. Building owner files for a permit for remodeling;
2. Residential or Tenant complaint;
3. Real Estate disclosures (i.e., sellers must inform buyers of any code violations).

Mr. Passmore indicates that since the application deadline has expired on April 12, 1990, the Planning Department has only accepted applications, but has not processed any of the applications received.

2. A June 13, 1991 memorandum from the Department of City Planning estimated that the total cost to administer the proposed extension (i.e., extending the deadline for filing

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

planning permits to comply with applicable code requirements), would be the following:

|   | <u>FTE</u> |              |
|---|------------|--------------|
| Planner II                              | 3.50       | \$181,500    |
| Secretary II                            | 1.50       | 56,800       |
| Tax Bill notice                         |            | 4,000        |
| Mailing notice                          |            | 14,000       |
| Supplies, printing<br>and contingencies | _____      | <u>1,100</u> |
| Total Cost for<br>three years           | 5.0        | \$257,400    |

3. Based upon the number of applications which were filed between April, 1987 and April, 1990, the Department of City Planning anticipates that up to 120 additional building permit applications, including 40 permits requiring a conditional use application, and 8 permits requiring discretionary review applications, would be filed under the proposed legislation. The above estimated program costs are based upon processing 120 applications for a three-year period beginning on the effective date of the proposed ordinance. Mr. Passmore reports that between April, 1987 and April, 1990 permits were filed with existing personnel. However, Mr. Passmore indicates that during this time there was a major backlog in filing the permits, and therefore the Department is requesting these additional personnel.

4. The \$4,000 cost which is estimated for Tax Bill notification is anticipated to provide information on the proposed extension of permit filing deadlines within tax bills, and the \$14,000 estimated for a mailing notice would be used for an additional notice to provide applicants with comprehensive instructions on filing the application and providing the necessary documentation in order to decrease the amount of permit processing time.

5. The Department of City Planning reports that the program cost could be covered by increasing the fees for the permit and conditional use applications. The Department has estimated that discretionary review fees could remain at the current level. Mr. Passmore reports that these additional fees would not be required beyond the proposed extension. In a memo from the Director of Planning on June 13, 1991, the additional planning fees would be as follows:

|                       | <u>Current<br/>Average<br/>Fee</u> | <u>Additional<br/>Average<br/>Fee</u> | <u>Total<br/>Average<br/>Fee</u> |
|-----------------------|------------------------------------|---------------------------------------|----------------------------------|
| Building Permits      | \$100                              | \$1,545                               | \$1,645                          |
| Conditional Uses      | 500                                | 985                                   | 1,485                            |
| Discretionary Reviews | 75                                 | 0                                     | 75                               |

Any such fee increases would require separate legislative approval by the Board of Supervisors.

6. Ms. Martha Kessler of the Department of City Planning reports that all Planning Department fees were increased on July 1, 1991, including an additional 16.5 percent surcharge on various planning fees to cover the one-time cost of computerization to support permit processing for the Department. Ms. Kessler indicates that this surcharge would be reduced to 11.1 percent in FY 1992-93, and to 8.6 percent in FY 1993-94. To justify the increases in permit processing fees, 12 additional permit processing positions were added to the Department of City Planning's FY 1991-92 budget. These positions include one Planner I, three Planner IIs, four Planner IIIs, one Planner IV, one Clerk and two Secretaries. Ms. Kessler reports that these positions are funded entirely from the additional planning fees. Ms. Kessler indicates that these additional permit processing positions are necessary for the present level of permit activity, but would not cover the additional staff needed for the proposed extension. The above listed estimated additional fees proposed for the extension program do not include additional planning fee surcharges, which, as noted above, will be in effect through FY 1993-94.

7. Although the additional fees necessary for supporting the proposed extension are approximately 1,445 percent higher than the current fees for building permits, Mr. Passmore indicates that the proposed increased fees are likely to be minimal compared to the construction costs of bringing buildings into compliance. Mr. Passmore anticipates that any increased fees would not discourage illegal occupants from filing during the extension. The Bureau of Building Inspection believes that the average construction cost for illegal occupants to conform to commercial building standards would be between \$30,000 and \$40,000.

8. On June 20, 1991, the City Planning Commission passed a resolution which stated that in light of the \$257,400 budgetary requirements needed to implement the extension, the Planning Commission could not recommend adoption of the extension to the Board of Supervisors. In addition, the resolution requested

**BOARD OF SUPERVISORS**  
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that if the Board of Supervisors decides to adopt the proposed ordinance, that the Board should also approve a supplemental appropriation of funds to cover the work program costs and the additional Department personnel.

9. At the September 24, 1991 Economic and Social Policy Committee meeting, the Committee made no recommendation on the proposed ordinance. However, the Committee requested that the Planning Department submit a supplemental appropriation ordinance which would identify the needed program costs associated with the proposed ordinance. Further, Mr. Passmore indicates that in order to establish any fee increases needed to finance the program costs, the City Attorney's Office first must draft the ordinance for the Planning Commission and allow 20 days for legal advertising. The Planning Commission approved an ordinance which would adopt the proposed fee increases outlined in Comment #5 on November 21, 1991. However, the proposed fee increases will be considered at a subsequent Board of Supervisors' Finance committee meeting. Therefore, the Budget Analyst recommends continuing the proposed ordinance (File 115-90-4) to the Call of the Chair pending the submission of the proposed fee increase legislation in order for the Board to consider both pieces of legislation at the same time.

**Recommendation:** Continue the proposed ordinance to the Call of the Chair, pending the submission of the proposed fee increase legislation.



Items 5 and 6 - Files 101-91-20 and 102-91-9

**Department:** Municipal Railway (MUNI)

**Item:** Supplemental Appropriation Ordinance (File 101-91-20) for permanent salaries and mandatory fringe benefits for the creation of one new position.

Ordinance (File 102-91-9) to amend the 1991-92 Annual Salary Ordinance to add one new position (Classification 1771D Media Production Specialist).

**Amount:** \$17,671

**Source of Funds:** Municipal Railway Video Production Fund

**Description:** The proposed ordinance to amend the 1991-92 Annual Salary Ordinance would create one new 1771 D Media Production Specialist position having a biweekly salary range of \$1,226 to \$1,484 and a maximum annual salary of \$38,732 at the top step.

The proposed supplemental appropriation would provide funding for the proposed new position as follows:

|                                     |              |
|-------------------------------------|--------------|
| Permanent Salaries                  | \$16,415     |
| Fringe Benefits                     | <u>1,256</u> |
| Proposed Supplemental Appropriation | \$17,671     |

The San Francisco Board of Supervisors in September of 1987 established the Municipal Railway Video Production Fund (Ordinance 393-87). The purpose of the Fund is to finance the development and production of video programs on training and safety within the transit system. A position of Media Production Specialist is being requested on an as needed basis. The proposed position would assist in the production and distribution of training videos for the Media Services Unit of the Transportation Division. The source of revenues to the Municipal Railway Video Production Fund is sales of videos to municipalities outside of San Francisco.

**Comments:**

1. According to Ms. Susan Maher of the Controller's Office, the Controller and the Mayor have agreed to an amendment of the whole of the proposed ordinance (File 101-91-20) to increase the total amount from \$17,671 to \$20,000, an increase of \$2,329. The \$20,000 is being requested to support the Media Production Specialist on an as needed basis, according to Ms. Debi Horen, Media Training Specialist, MUNI. The proposed

amendment of the whole would provide funding for permanent salaries. According to Civil Service, as-needed employees should be classified as temporary, not permanent, employees as long as they work less than 1,040 hours per calendar year (an average of 20 hours per week), and as long as they do not work regular hours. Ms. Horen advises that she expects to use the as-needed employee less than an average of 20 hours per week. Therefore, if this request is approved, permanent salaries should be modified to temporary salaries.

2. Ms. Horen reports that each video is produced for use within MUNI, but that some videos are general enough to be of interest to transit systems in other municipalities. Those videos that may be of general interest are made available for purchase, Ms. Horen reports.

3. According to Ms. Horen, currently, out-of-class individuals, who receive permission from their supervisors to work on special assignments per MUNI regulations, assist with video production. Those out-of-class individuals use the same materials and supplies as would be used by the additional personnel.

4. The Municipal Railway presently has one 1773 Media Training Specialist. According to Ms. Horen, the existing Media Training Specialist position is responsible for video production, administration and marketing. Ms. Horen advises that videos produced by the Media Training Specialist have been sold since the establishment of the Video Production Fund in 1987. Ms. Horen further advises that the existing position of Media Services Manager has been in existence for eight years, is part of the MUNI training department, and is funded from MUNI operations at an annual salary of \$49,562 plus fringe benefits. MUNI operations are funded by a combination of MUNI fare revenues and General Fund monies.

5. Ms. Horen estimates that additional revenue could be obtained for the Video Production Fund by hiring an additional position. Currently, Ms. Horen advises that the Video Production Fund has a balance of \$20,000. Ms. Horen predicts (based on \$5,000 in annual income currently generated from 1.25 hours of marketing per week by the existing Media Training Specialist) that an additional position would generate \$40,000 per year from ten hours of marketing per week. However, Ms. Horen did not provide specific documentation regarding (a) the potential market for transportation training videos and (b) the certainty that this

new position would generate \$40,000 annually in additional income from the sale of videos.

6. As noted above, the Video Production Fund would not provide guaranteed ongoing funding for one new Media Production Specialist, costing \$38,732 annually at the top step plus fringes. Based on the projected revenue shortfall for Fiscal Year 1992-93 as well as the overall fiscal uncertainty at this time and the possibility that General Fund monies would be necessary to finance this new position, the proposed ordinance (File 101-91-20) should be amended to stipulate that the proposed position would be funded only from the Video Production Fund and that no General Fund monies be used (now or in the future) to fund the proposed new position.

**Recommendations:**

1. Amend the proposed Supplemental Appropriation Ordinance (File 101-91-20) to 1) change the salary budget from Permanent Salaries to Temporary Salaries and 2) stipulate that only Video Production Fund revenues will be used to fund the proposed new position and that no General Fund monies, now or in the future, can be used to fund this position. Approve the proposed ordinance as amended.
2. Amend the proposed amendment to the 1991-92 Annual Salary Ordinance (File 102-91-9) to classify the proposed new position as a temporary position (as indicated by Civil Service in Comment 1, above) and change the position count to zero, consistent with a temporary position. Approve the proposed ordinance as amended.



Item 7 - File 32-91-2

This item is a hearing to consider: Viacom Cablevision rates; when will cable television be available to all of San Francisco, specifically housing projects; and will Viacom consider "lifeline" rates for fixed income residents similar to PG&E's and Pacific Bell's lifeline rates.

Description

In August of 1991, Viacom Cablevision sent its San Francisco customers letters regarding a \$1.55 monthly standard cable rate increase - effective October, 1991 - that Viacom claims is the result of a reassessment of Viacom's Possessory Interest taxes by the City's Assessor's Office. Possessory Interest taxes are taxes levied against private entities for the use of County owned property in the course of doing business. In addition, Viacom is raising its rates again in January of 1992 by an additional \$1.55 to offset increased operating costs and more expensive programming for its Satellite Value Package (see below). Together, these two rate increases total \$3.10 over a four month period. Prior to these rate increases, the previous basic monthly rate was \$21.50. Therefore, the monthly increase of \$1.55 increased the monthly rate by 7.2 percent to \$23.05 and the proposed monthly increase of \$1.55 effective January of 1992 would further increase the monthly rate by 6.7 percent to \$24.60. Actual cable rates may be higher depending on the type of services purchased. This hearing is to discuss these monthly rate increases.

On June 9, 1987 Viacom was acquired by National Amusements Inc. At that time, ten counties (Colusa, Tehama, Shasta, Butte, Alameda, Contra Costa, Marin, Napa, San Francisco, and Sonoma) decided to conduct a joint reappraisal of Viacom's value in the ten counties to determine the assessed value of Viacom's possessory interest for tax purposes. The possessory interest appraisal examined Viacom's interest in using the County-owned property upon which Viacom's cable signal is distributed. San Francisco's share of that reappraisal was prorated at 34.3 percent. In March of 1991, the Board of Supervisors passed a resolution authorizing the execution of a contract with Sonoma County for sharing the costs of this ten-county reappraisal of the Viacom Cable System (File 32-91-1). The reappraisal was completed by March 25, 1991 and Viacom was notified of the Possessory Interest Tax increase in June of 1991. The reappraised value of Viacom was \$650 million in total for all ten counties. Viacom's reappraised value of possessory interest in San Francisco went from \$7,523,889 to \$188 million for an annual Possessory Interest tax increase of \$2,283,700 from \$387,100 to \$2,670,800 or 590 percent. Mr. Gene Barron of the Assessor's Office reports that Viacom is responsible for paying this Possessory Interest tax increase retroactively to 1987 for a total of \$8,183,453 in back taxes owed to the City. These back taxes are to be paid over the next four years. As a result, Viacom must pay two years of the newly assessed Possessory Interest taxes each year for four years. In 1992, Viacom owes Possessory Interest for 1987 and 1991 or approximately \$4,292,136 in Possessory Interest taxes.

Ms. Sue Levitin of Viacom reports that Viacom had anticipated and budgeted for a 60 percent increase or approximately \$232,260 (60 percent of \$387,100) in new Possessory Interest taxes for 1987 plus an approximated additional \$232,260 based on Viacom's reassessment for 1991 for a total of \$464,520 in additional Possessory Interest taxes. In other words, Viacom anticipated paying \$3,827,616 less than the City represents is owed. This \$3,827,616 amount is calculated by taking the \$4,292,136 in newly assessed Possessory Interest taxes which are owed in 1992 to the City less the \$464,520 which is Viacom's estimate of the Possessory Interest taxes owed to the City.

Viacom is passing on to the consumers part of the newly assessed increased amount of \$3,845,304 in Possessory Interest taxes owed to the City in 1992. Viacom currently has 153,000 customers in San Francisco. With the \$1.55 a month or \$18.60 a year increase in Viacom rates, Viacom will receive \$2,845,800 annually (\$18.60 x 153,000) from their San Francisco cable customers to offset the unanticipated \$3,845,304 in additional Possessory Interest Taxes and Viacom will absorb the remaining \$999,504 (\$3,845,304 less \$2,845,800). Viacom does not intend to further raise its rates to pay the \$999,504.

In addition to Viacom's rate increase to offset the City's Possessory Interest tax reassessment, Viacom is raising its rates for Standard Cable service by \$1.55 in January of 1992. According to Viacom, this \$1.55 increase includes \$.90 for increased operating costs and \$.65 for more expensive programming in the Satellite Value Package (SVP). The SVP consists of ESPN, Lifetime, CNN, USA, The Discovery Channel, VH-1, Comedy Central, TNT, and Sports Channel except for scrambled Giants', A's and Warrior's games.

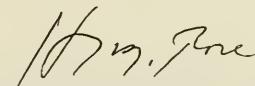
Viacom has a special \$10.50 monthly rate or a \$126 annual rate for San Franciscans living on Supplemental Security Income. Ms. Levitin reports that approximately 4,500 customers are paying this reduced rate which is a revenue loss to Viacom of approximately \$677,700 annually (\$1,244,700 in revenues using the current monthly rate of \$23.05 minus \$567,000 with the reduced rate of \$10.50).

Ms. Levitin also reports that of the approximately 6,800 San Francisco Housing Authority (SFHA) units, 1,500 remain to be wired in 1992, upon SFHA approval of wiring plans for each building. Viacom has been working with the SFHA to determine a 1992 timeline for the remaining buildings. Ms. Levitin states that this is not unlike other situations with multiple dwelling unit buildings requiring permission from the owner for cable access. Ms. Levitin estimates that the remaining SFHA units should be completely wired and ready for sales to public housing residents by the end of 1992.

Memo to Finance Committee  
December 4, 1991

Comment

Viacom has filed a lawsuit against the San Francisco Assessor and the Assessors in the other nine counties claiming that the ten counties used inappropriate methods to assess Viacom's possessory interest value that resulted in an increase of 590 percent in Viacom's San Francisco Possessory Interest taxes. Viacom is also filing an appeal to the State Assessment Appeals Board. However, Viacom is required by State law to pay the increased Possessory Interest taxes until a legal decision is reached. Ms. Levitin advises that Viacom will make the appropriate adjustments to cable rates if Viacom wins the appeal and/or wins the lawsuit.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey



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12/11/91

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CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, DECEMBER 11, 1991 - 2:00 P.M. ROOM 228, CITY HALL

DOCUMENTS DEPT.

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

DEC 11 1991

CLERK: JONI BLANCHARD

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PUBLIC LIBRARY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

a. File 23-91-4. [Claims Against the Government] Resolution waiving the Statute of Limitations with respect to payment of certain warrants of the City and County of San Francisco, in the amount of \$95,682.96 a legal obligation of the City and County of San Francisco. (Controller)

(Consideration continued from 11/27/91)

b. File 23-91-5. [Claims Against the Government] Resolution waiving the Statute of Limitations with respect to payment of certain warrants of City & County of San Francisco, in the sum of \$5,219.60 a legal obligation of the City and County of San Francisco. (Department of Public Health)

(Consideration continued from 12/4/91)

c. File 61-91-5. [Contract Award Extension] Resolution granting extension of time for awarding Municipal Railway Contract No. MR-889R; Flynn Facility Modifications. (Public Utilities Commission)

d. File 64-91-32. [Lease of Property] Resolution authorizing amendment to lease of real property at 471 Jessie Street, ground floor for the Department of Public Health for use as an outpatient mental health clinic. (Real Estate Department)

e. File 146-91-82. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Special Programs for Youths as subgrantee, accept and expend a grant of \$30,860, which includes no indirect costs, from Catholic Charities as the primary grantee, from the Office of Human Development Services, U.S. Health and Human Services, for health care services to homeless youth; waiving indirect costs. (Department of Public Health)

- f. File 146-91-83. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuation grant of \$6,099,135, which includes indirect costs of \$408,726 based on twenty percent of personnel costs, from the Department of Health and Human Services, Centers for Disease Control to continue funding the AIDS/HIV Prevention Project. (Department of Public Health)
- g. File 146-91-85. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuation grant of \$2,468,345, which includes indirect costs of \$268,122 based on twenty percent of personnel costs, from the Department of Health and Human Services, Centers for Disease Control to continue funding the AIDS Surveillance Project. (Department of Public Health)
- h. File 79-90-4.3. [Release of Funds] Requesting release of reserved funds, Mayor's Office of Housing and Community Development, in the amount of \$100,000, for the Tenant Improvement Pool. (Mayor's Office of Housing and Community Development)
- i. File 133-89-1.4. [Release of Funds] Requesting release of reserved funds, Chief Administrative Officer, Solid Waste Management Program, in the amount of \$40,000, for consultant services. (Chief Administrative Officer)
- j. File 146-91-37.2. [Release of Funds] Requesting release of reserved funds, Department of Public Health, AIDS Office, in the amount of \$230,000, for case management services contractors (San Francisco AIDS Foundation \$50,000, Asian Francisco American Health Forum/Gay Asian Pacific Alliance \$20,000, Bayview-Hunters Point Foundation/American Indian AIDS Institute \$30,000, Community United in Response to AIDS (CURAS) \$65,000 and AIDS Indigent Direct Services (AIDS) \$65,000). (Department of Public Health)

ACTION:

#### REGULAR CALENDAR

- 2. File 7-91-13. Hearing to consider reviewing the policies and procedures implemented at Municipal Railway regarding employee overtime pay. (Supervisor Gonzalez)

(Consideration continued from 11/6/91)

ACTION:

- 3. File 12-91-35.1. Hearing to consider the status of SB 855 funds (Health Programs), which were to be available in October/November 1991. (Supervisor Britt)

ACTION:

4. File 114-91-10. [R-3, Including One and Two Family, Rental Unit License Fee] Ordinance amending Building Code by amending Section 333.1 and Housing Code by amending Section 302, to establish a fee to defray the costs of the Bureau of Building Inspection to inspect code violation complaints for R-3 occupancies including one and two family rental units. (Department of Public Works)

(Consideration continued from 11/27/91)

ACTION:

5. File 114-91-11. [B.B.I. Fee Schedule] Ordinance amending Building Code by amending Section 333.3, relating to the fee for energy reports and certificates. (Department of Public Works)

(Consideration continued from 11/27/91)

ACTION:

6. File 65-91-8. [Lease of AIDS Research Center] Ordinance authorizing and approving lease of the Fifth and Sixth Floors of Building 3 at San Francisco General Hospital to the Regents of the University of California. (Real Estate Department)

ACTION:

7. File 101-91-28. [Government Funding] Ordinance appropriating \$269,250, Department of City Planning, for capital improvement project (Mission Bay Project). RO #91105. (Controller)

ACTION:

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

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11/91

CITY AND COUNTY



ATTN: Gerry Roth

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

December 9, 1991

DOCUMENTS DEPT.

TO: ~~Finance Committee~~

DEC 11 1991

FROM: ~~Budget Analyst~~ *Recd. 11/11/91*

SAN FRANCISCO  
PUBLIC LIBRARY

SUBJECT: December 11, 1991 Finance Committee Meeting

### Item 1a - File 23-91-4

**Note:** This item was continued from the November 27, 1991 Finance Committee meeting.

**Item:** Resolution waiving the statute of limitations with respect to payment of certain warrants of the City and County of San Francisco in the sum of \$95,682.96, a legal obligation of the City and County of San Francisco.

**Description:** According to Section 10.181 of the San Francisco Administrative Code, a warrant issued by the City and County of San Francisco becomes void one year from the date issued. The payee of the warrant may present such warrants to the Controller for payment up to three years from the date that it was considered invalid, or four years from the original issue date. After that point, the Controller may no longer issue any warrants because the statute of limitations has expired unless approval is obtained from the Board of Supervisors.

The proposed resolution would waive these statute of limitations and would authorize the Controller's Office to replace the following 15 warrants:

| <u>Name</u>               | <u>Issued</u> | <u>Warrant No.</u> | <u>Amount</u> |
|---------------------------|---------------|--------------------|---------------|
| Gabriela E. Molnar        | 6/15/87       | 550-2301486        | \$1,995.72    |
| Horizon Unlimited of S.F. | 9/24/84       | 530-0372071        | 1,596.23      |
| Pitney Bowes, Inc.        | 9/5/85        | 530-0442139        | 1,281.00      |
| H.S. Crocker, Inc.        | 4/16/86       | 530-0492126        | 1,441.14      |
| Centro Latino de S.F.     | 3/16/87       | 530-0561073        | 2,510.91      |
| Foodmaker, Inc.           | 11/18/85      | 550-3064788        | 1,943.12      |
| Maxi Care Health Plan     | 5/25/87       | 550-2288295        | 16,468.69     |
| Postmaster                | 12/31/86      | 530-0544921        | 9,000.00      |
| Pacific Bell              | 5/15/86       | 530-0499128        | 2,278.49      |
| Regents of the UC         | 8/14/86       | 550-2148853        | 7,858.19      |
| Regents of the UC         | 10/10/86      | 530-0527874        | 3,669.20      |
| Regents of the UC         | 11/20/86      | 530-0536753        | 11,659.67     |
| Regents of the UC         | 10/15/85      | 530-0450952        | 32,251.79     |
| Ernie Azucena             | 12/1/86       | 560-8151822        | 766.12        |
| Richard E. Norris         | 12/8/86       | 560-8151580        | <u>962.69</u> |
|                           |               | Total              | \$95,682.96   |

**Comments:**

1. As reflected above, the requested warrants are between four and a half and seven years old. Ms. Evelyn Alava of the Controller's Office of Special Projects states that all of the above payees were approached by Nelson-Brown Equities, Inc., a private legal firm, to assist the payees to make a claim against the unpaid warrants. Mr. Henry Leigh of the Controller's Office advises that Nelson-Brown Equities, Inc., would collect a fee from the above parties equal to 50 percent, or approximately \$47,841.48, of the amount of the warrants.
2. According to Ms. Alava, all of the payees report that they did not receive their warrants, and have requested that those warrants be reissued.

3. Ms. Alava advises that the Controller's Office automatically cancelled these 15 warrants, which had not been cashed one year after the original issue date. The Controller's Office has verified that it has made no payment on these 15 warrants, Ms. Alava reports.
4. All of the claimants have provided goods or services to the City, Ms. Alava advises.
5. According to Mr. Leigh, the City and County of San Francisco has sufficient funds to fulfill its \$95,682.96 obligation to the above payees. Mr. Leigh reports that, when a warrant is automatically cancelled, the funds are placed in a special General Fund account for the replacement of the warrant upon request.
5. Mr. Ted Lakey of the City Attorney's Office reports that the City is under no legal obligation to pay the expired warrants.

**Recommendation:**

Given that Nelson-Brown Equities, Inc. would receive 50 percent, or approximately \$47,841.48 of the total amount of the warrants and that the City is under no legal obligation to pay the expired warrants, approval of the proposed resolution is a policy matter for the Board of Supervisors.



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Item 1b File 23-91-5

**Note:** This item was continued from the Finance Committee meeting of December 4, 1991.

**Item:** Resolution waiving the statute of limitations with respect to payment of certain warrants of the City and County of San Francisco in the sum of \$5,219.60, a legal obligation of the City and County of San Francisco.

**Description:** According to Section 10.181 of the San Francisco Administrative Code, a warrant issued by the City and County of San Francisco becomes void one year from the date issued. The payee of the warrant may present such warrants to the Controller for payment up to three years from the date that it was considered invalid, or four years from the original issue date. After that point, the Controller may no longer pay such warrants because the statute of limitations has expired, unless approval is obtained from the Board of Supervisors.

The proposed resolution would waive these statute of limitations and would authorize the Controller's Office to replace the following 11 warrants:

| <u>Name</u>       | <u>Issued</u> | <u>Warrant No.</u> | <u>Amount</u> |
|-------------------|---------------|--------------------|---------------|
| Harris, Joseph L. | 9/17/85       | 515-5008823        | \$261.24      |
| Harris, Joseph L. | 9/6/85        | 515-5000902        | 528.42        |
| Jacob, Rolf G.    | 9/4/85        | 515-4999900        | 246.95        |
| Jacob, Rolf G.    | 9/17/85       | 515-5008458        | 122.09        |
| Sanchez, Richard  | 7/22/86       | 516-1187340        | 46.15         |
| Toy, Stanley Jr.  | 9/4/85        | 515-4999855        | 2,486.10      |
| Toy, Stanley Jr.  | 9/4/85        | 515-4999877        | 98.78         |
| Toy, Stanley Jr.  | 9/6/85        | 515-5000930        | 101.70        |
| Toy, Stanley Jr.  | 9/17/85       | 515-5008413        | 1,229.05      |
| Toy, Stanley Jr.  | 9/17/85       | 515-5008435        | 48.84         |
| Toy, Stanley Jr.  | 9/17/85       | 515-5008851        | <u>50.28</u>  |
|                   |               | Total              | \$5,219.60    |

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**Comments:**

1. As reflected above, the proposed 11 warrants were issued between five to six years ago. According to Ms. Alava, of the Controller's Office, all of the payees report that they did not receive their warrants, and have requested on their own initiative, that those warrants be reissued.
2. Ms. Alava advises that the Controller's Office automatically cancelled these 11 warrants, which had not been cashed one year after the original issue date. The Controller's Office has verified that it has made no payments on these 11 warrants, Ms. Alava reports.
3. All of the claimants have provided goods or services to the City, Ms. Alava advises.
4. According to Mr. Henry Leigh of the Controller's Office, the City and County of San Francisco has sufficient funds to pay the \$5,219.60 to the above payees. Mr. Leigh reports that, when a warrant is automatically cancelled, the funds are placed in a special General Fund account for the replacement of the warrant upon request.
5. Mr. Ted Lakey of the City Attorney's Office reports that the City is under no legal obligation to pay the expired warrants.

**Recommendation:**

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 1c - File 61-91-5

**Department:** Public Utilities Commission (PUC),  
Municipal Railway (MUNI)

**Item:** Resolution granting an extension of time for awarding  
Municipal Railway contract No. MR-889R, for the Flynn  
Facility modifications.

**Description:** The proposed resolution would extend the period of time for  
the PUC to award a MUNI contract to perform building  
modifications on the Flynn Facility located at 1940 Harrison  
Street. Section 6.1 of the Administrative Code stipulates that  
award of contracts over \$50,000 must be made within 30 days  
after the receipt of bids unless the time for the award is  
extended by resolution of the Board of Supervisors. Section  
6.1 does not stipulate any specific time period for such an  
extension. Section 6.1 also provides for an additional 30-day  
period (for a total extension of 60 days) in order to implement  
or improve a qualifying affirmative action nondiscrimination  
program, as required by Section 12B of the Administrative  
Code. Since bids for contract No. MR-889R were received on  
August 27, 1991, the total 60-day award period extended to  
October 26, 1991.

The PUC reports that the Department received qualified bids  
from the following two companies.

|                              | <u>Bid Amount</u> | <u>MBE/WBE Status</u> |
|------------------------------|-------------------|-----------------------|
| Angotti and Reilly           | \$334,794         | None                  |
| Cuevas-Mannion Construction* | \$376,370         | MBE                   |

\*In addition to being an MBE firm, Cuevas-Mannion  
Construction is also a Disadvantaged Business Enterprise  
(DBE) under Federal guidelines.

It should be noted that the MBE/WBE preferences do not  
apply with respect to the award of this contract because, it  
would be paid for by Federal funds. Consideration is given to  
bidders who meet the DBE participation goals (DBE  
preference) established for the contract.

According to Mr. Ken Jew of the PUC Utilities Engineering  
Bureau, the additional time is required to award MUNI  
contract No. MR-889R, due to the review of a bid protest  
received from Angotti and Reilly. This bid protest disputes  
the PUC's claim that Angotti and Reilly did not meet the DBE

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participation goals established for this contract. Under Federal guidelines, the second lowest bidder may be awarded a given contract based on DBE preference. Mr. Jew advises that it is the PUC's practice to award contracts to second lowest bidders based on DBE preference, provided that there is only approximately a 10 to 12 percent differential between the lowest bid and the second lowest bid. In accordance with these guidelines, it is the PUC's intention to award the contract to Cuevas-Mannion Construction.

Mr. Jew advises that the bid protest is currently being reviewed at the Federal level. As such, the PUC is unable to provide, at this time, a specific date for when the contract will be awarded. However, Mr. Jew reports that if the Federal agency renders a decision on the bid protest, this month, which permits the PUC to award the contract to Cuevas-Mannion Construction, it is anticipated that the contract would be awarded by January of 1992.

**Recommendation:** Approve the proposed resolution.

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Item 1d - File 64-91-32

**Department:** Department of Public Health (DPH)  
Real Estate

**Item:** Resolution authorizing an amendment to an existing lease of real property at 471 Jessie Street, ground floor for the Department of Public Health.

**Description:** The Board of Supervisors approved a lease renewal (File 64-91-19) for the term of July 1, 1991 through June 30, 1992 at 471 Jessie Street. The City has leased the ground floor at 471 Jessie Street since 1986 and the second and third floors since 1985 for use an an Outpatient Mental Health Clinic. This clinic is City-operated with DPH personnel and is leased from Susan McAllister-Moxon who charges the City \$20,544 annually for 1,500 square feet (@ \$1.14 per square foot per month) for the ground floor, and \$34,296 annually for 2,824 square feet (@ \$1.01 per square foot per month) for the second and third floors.

The DPH reports that in order to accommodate the needs of an increased staff and case load, and provide handicapped accessibility, it is necessary that certain alterations to the ground floor be made to the premises which includes constructing three (3) new offices with full height partitions, installing additional lighting and electrical outlets, relocating a front counter, and providing a new gate with trip lock and buzzer, installing a new door in a conference room, constructing a closet with a door, installing a new door with a glass window, panic buttons in each room, provide ramp for handicapped accessibility, install certain new fluorescent light fixtures, and paint all new work. These renovations would be performed at a total cost not to exceed \$25,000 including an allowance for contingencies.

Mr. Phil Aissen of the Real Estate Department reports that the lessor is under no obligation to fund the renovations under the existing terms of the lease because the lessor is only required to maintain the premises, and the proposed renovations would not be considered routine maintenance. Mr. Aissen also reports that in other leases where similar renovations have occurred, the City has agreed to reimburse the lessor for the cost of the renovations.

**Comments:**

1. The source of funds for the \$25,000 in proposed renovations would be approximately \$17,500 or 70 percent in State funds, and approximately \$7,500 or 30 percent General Fund monies, included in the DPH's budget for FY 1991-92. Mr. Larry Doyle of the DPH reports that these \$25,000 in proposed

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funds were carried forward to FY 1991-92, and were specifically budgeted for renovations at the 471 Jessie Street clinic in FY 1990-91.

2. Mr. Aissen reports that the Real Estate Department has reviewed the bid of \$25,000 submitted by the lessors, and have determined that the bid represent the fair market value. The Real Estate Department reports that the general contractor who would perform the renovations would be R.C. Moxon. R.C. Moxon is not City-certified as a LBE, MBE or WBE firm. Mr. Aissen indicates that in order to prevent delays and to minimize administrative costs, the contract was not put out to bid, and rather the Department decided to use the lessor's contractor. R.C. Moxon, who would be the General Contractor for the proposed renovation project is the husband of the building owner, Susan McAllister-Moxon.

**Recommendation:** Given that the proposed contract to renovate leased facilities for \$25,000 was not put out to competitive bid, and given that the lessor's spouse would be the contractor and that this contractor is neither an LBE, MBE or WBE firm, the Budget Analyst recommends that approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 1e - File 146-91-82

**Department:** Department of Public Health (DPH),  
Community Public Health Services (CPHS)  
Special Programs for Youth

**Item:** Resolution authorizing the Department of Public Health, as subgrantee, to accept and expend a continuation grant, with Catholic Charities as the primary grantee, which includes no indirect costs

**Grant Amount:** \$30,860

**Source of Grant:** Office of Human Development Services  
U.S. Health and Human Services

**Grant Period:** January 1, 1992 to December 31, 1992

**Project:** Health Care Services to Homeless Youth

**Description:** This project provides health care services to homeless youth residing at Guerrero House, a facility operated by Catholic Charities, a non-profit organization. Guerrero House is a 20-bed site for homeless youth, aged 18 to 21, where youth are provided with intensive educational, vocational, and employment opportunities in a homelike setting.

The proposed grant would fund a .3 FTE Department of Public Health (DPH) Registered Nurse and a .1 FTE DPH Physician III to oversee primary care, provide routine physicals, manage complex medical treatments, and provide first aid. The Physician III and Registered Nurse would also educate youth in prevention upon admission and throughout their stay through health education classes and health care workshops. In addition, the Registered Nurse would work in conjunction with Guerrero House staff to ensure that health care maintenance and knowledge of self-care are part of each patient's treatment plan. Finally, the Registered Nurse would follow and monitor medical treatment for HIV infected residents.

**No. of Persons to be Served:** 20 homeless youth per day

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|                        |  |
|------------------------|--|
| <b>Project Budget:</b> | <u>Personnel</u><br>Registered Nurse III (.3 FTE)      \$15,025<br>Physician III (.1 FTE) <u>7,779</u><br><br>Subtotal      \$22,804<br>Fringe Benefits @ 26 percent <u>5,929</u><br><br>Total Personnel      \$28,733   |
|                        | <u>Materials and Supplies</u> (medical and office supplies and health education materials) <u>2,127</u>  |
|                        | Total      \$30,860  |
| <b>Local Match:</b>    | None   |
| <b>Indirect Costs:</b> | None - Catholic Charities does not allow indirect costs for subgrantees  |
| <b>Comments:</b>       | <ol style="list-style-type: none"><li>1. As noted above, Catholic Charities is the primary recipient of the total grant, while the Department of Public Health is a subgrantee. According to Dr. Shalwitz of the DPH, Catholic Charities does not permit indirect costs for subgrantees.</li><li>2. Dr. Shalwitz states that, as subgrantee, the DPH was not required to apply for the proposed grant.</li><li>3. According to the DPH, if grant funding is reduced or terminated, personnel would be reduced or terminated accordingly. The proposed grant provides for .4 FTEs.</li><li>4. Dr. Shalwitz advises that the proposed grant would be the second year of an on-going grant. The previous grant amount was \$38,575 for a 15 month period, or \$2,571.67 per month. The proposed grant of \$30,860 for a 12 month period represents \$2,571.67 per month, the same as the previous grant.</li><li>5. The DPH has submitted a Disability Access Checklist, which is in the file.</li><li>6. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed State grant.</li></ol> |
| <b>Recommendation:</b> | Approve the resolution.  |

Grantor Office of Human Development Services  
 Contact Person Janet Gorenitz  
 Address Catholic Charities  
1049 Market Street, SF, Ca. 94103  
 Amount Requested \$ 30,860  
 Term: From 1/1/92 To 12/31/92

Division TPHS  
 Section Special Programs for Youth (SPY)  
 Contact Person Janet Shalwitz, M.D.  
 Telephone 753-7780  
 Application Deadline \_\_\_\_\_  
 Notification Expected \_\_\_\_\_

Health Commission Board of Supervisors: Finance Committee  
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) (Circle appropriate words)  
 grant in the amount of \$ 30,860 from the period of 1/1/92 to 12/31/92 to provide primary care services, supplies & training for homeless young adults services.

II. Summary: (Give history, brief address; number & groups served; services and providers)  
 This is a 20 bed site for homeless youth 18-21 years and will provide the youth intensive educational, vocational, and employment opportunities in a homelike setting. Comprehensive medical care, followup, referrals, HIV risk assessment, HIV infection management, and education-prevention will be done upon admission and throughout their stay at the Guerrero House by the DPH/SPY Nurse and M.D

III. Outcomes/Objectives:

RN and M.D. will oversee primary care, providing routine physicals, managing complex medical treatments, first aid; conducting ongoing health education classes for AIDS education & prevention, ongoing health care workshops. RN works in conjunction with project staff to ensure that health care maintenance, self care knowledge are part of each resident's treatment plan. RN will follow & monitor medical treatment for HIV infected residents.

IV. Effects of Reduction or Termination of These Funds:

Homeless young adults, 18-21 years of age (except with HIV) are not eligible for Medi-Cal, thereby limiting any access or options for high quality, low cost comprehensive primary care services.

V. Financial Information:

|                  | Col. A<br>Two Years Ago | Col. B<br>Past Year/Orig. | Col. C<br>Proposed<br>\$30,860 | Col. D<br>Change | Req. Match | Approved hr |
|------------------|-------------------------|---------------------------|--------------------------------|------------------|------------|-------------|
| Grant Amount     |                         |                           | \$28,733                       |                  |            |             |
| Personnel        |                         |                           |                                |                  |            |             |
| Equipment        |                         |                           |                                |                  |            |             |
| Contract Svc.    |                         |                           |                                |                  |            |             |
| Mat. & Supp.     |                         |                           | \$2,127                        |                  |            |             |
| Facilities/Space |                         |                           |                                |                  |            |             |
| Other            |                         |                           |                                |                  |            |             |
| Indirect Costs   |                         |                           | \$0                            |                  |            |             |

VI. Data Processing:

(costs included above) \_\_\_\_\_

VII. Personnel

|             |  |  |    |
|-------------|--|--|----|
| F/T CSC     |  |  |    |
| P/T CSC     |  |  | .4 |
| Contractual |  |  |    |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 NA

Will grant funded employees be retained after this grant terminates? If so, How?  
 Possibly, if other grant funds are obtained.

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If not source, attach Request for Exemption Form)



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Item 1f - File 146-91-83

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Resolution authorizing DPH to accept and expend a continuation grant, which includes indirect costs based on 20 percent of personnel costs.

**Grant Amount:** \$6,099,135

**Grant Period:** January 1, 1992 to December 31, 1992

**Source of Funds:** U.S. Department of Health and Human Services  
Centers for Disease Control (CDC)

**Project:** AIDS Prevention Project

**Description:** The Board of Supervisors, at its October 9, 1991 meeting, previously authorized the DPH to apply for the proposed grant in an amount not to exceed \$6,200,000 (File 146-91-68). These funds would support a wide array of AIDS prevention programs. The goal of the AIDS Prevention Project is to prevent the transmission of HIV/AIDS infection among persons in San Francisco. The services and programs that would be conducted with funding from this grant would include:

- Counseling and Testing
- Partner Notification and Referral
- Health Education and Risk Reduction
- Minority Initiatives
- Public Information
- Early Intervention (with special emphasis on establishing linkages with Counseling and Testing activities)
- Evaluation

**Population Served:** City residents

**Project Budget:**

|                               |                |             |
|-------------------------------|----------------|-------------|
| <u>Personnel</u> (51.65 FTE)  |                |             |
| Salaries                      | \$2,043,624    |             |
| Fringe Benefits @ 26%         | <u>531,341</u> |             |
| Total Personnel               | 51.65 FTEs     | \$2,574,965 |
| <u>Travel</u>                 | 42,628         |             |
| <u>Equipment</u>              | 16,982         |             |
| <u>Materials and Supplies</u> | 115,206        |             |

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|---|--------------------|
| <u>Contractual Services</u>             | \$2,582,671        |
| <u>Other</u>                            | 357,957            |
| <u>Indirect Costs</u> (@ 20% personnel) | <u>408,726</u>     |
| <b>TOTAL BUDGET</b>                     | <b>\$6,099,135</b> |

The \$357,957 budgeted for "Other" includes the following:

|  |               |
|--|---------------|
| <u>Other</u>   |               |
| Rent   | \$161,575     |
| Telephone  | 25,871        |
| Postage  | 7,185         |
| Courier Services   | 3,000         |
| Reproduction   | 22,720        |
| Printing/Slide Production  | 6,400         |
| Promotions/Advertising   | 35,374        |
| Staff Training   | 14,375        |
| Client Participation Incentives  | 53,150        |
| Consultant Stipends (emotional support,<br>health education, evaluation) | 13,000        |
| Utilities  | 1,200         |
| Client Participation Interview   | 500           |
| Security and Janitorial Services at Clinics                              | 11,507        |
| Translation Services   | 600           |
| Equipment Lease Cost   | <u>1,500</u>  |
| <br>Total Other  | <br>\$357,957 |

The \$2,582,671 in Contractual Services includes the following:

*Community Outreach & Anonymous Testing*

|                          |         |
|--------------------------|---------|
| Ethnic Community         |         |
| UCSF AIDS Health Project | 130,000 |
| General Community        |         |
| SF AIDS Foundation       | 130,000 |

*Anonymous Testing Only*

|                          |         |
|--------------------------|---------|
| UCSF AIDS Health Project | 302,000 |
|--------------------------|---------|

*Outreach to Substance Abuse Communities*

|                                   |         |
|-----------------------------------|---------|
| Gay/Bisexual Community            |         |
| 18th St. Services                 | 122,000 |
| African American                  |         |
| Bayview/Hunter's Point Foundation | 116,000 |

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|  |      |               |
|--|------|---------------|
| <i>Outreach Evaluation</i>                       |      |               |
| UCSF Urban Health Study                          |      | \$377,000     |
| <i>Survey of Knowledge, Attitudes, Behaviors</i> |      |               |
| contractor to be determined                      |      | 347,159       |
| <i>Prevention &amp; Education</i>                |      |               |
| Asian/Pacific Islander Community                 |      |               |
| Japanese Community Youth Council                 |      | 40,587        |
| Filipino Community                               |      |               |
| Filipino Task Force on AIDS                      |      | 40,000        |
| Asian/Pacific Islander Community                 |      |               |
| Asian American Health Forum (AAHF)/              |      |               |
| Asian AIDS Project                               |      | 82,413        |
| Latino Community                                 |      |               |
| Community United in Response to                  |      |               |
| AIDS/SIDA (CURAS)                                |      | 46,665        |
| Latino Community                                 |      |               |
| to be determined                                 |      | 46,245        |
| African American Community                       |      |               |
| Bayview/Hunters Point Foundation                 |      | 86,602        |
| Latino Gay & Bisexual Community                  |      |               |
| CURAS  |      | 4,335         |
| Latino Gay & Bisexual Community                  |      |               |
| to be determined                                 |      | 25,665        |
| African American Gay &                           |      |               |
| Bisexual Community - to be determined            |      | 30,000        |
| Asian/Pacific Islander Gay &                     |      |               |
| Bisexual Community                               |      |               |
| AAHF/Asian Pacific Islanders'                    |      |               |
| Coalition on AIDS (APICA)                        |      | 30,000        |
| <i>Technical Assistance for CBO's</i>            |      |               |
| The Support Center                               |      | 25,000        |
| <i>Counseling and Testing</i>                    |      |               |
| UCSF AIDS Health Project (inc. training)         |      | 125,000       |
| Bayview Hunters Point Foundation                 |      | 124,000       |
| Haight Ashbury Free Clinics                      |      | 139,000       |
| Westside Community Mental Health                 |      | 136,000       |
| 18th Street Services                             |      | <u>77,000</u> |
| Total Contractual Services                       |      | \$2,582,671   |
| <b>Required Match:</b>                           | None |               |

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**Indirect Costs:** \$408,726, based on 20 percent of salary costs.

**Comments:**

1. A Disability Access Checklist, which was submitted by the DPH, is in the file.
2. The proposed grant of \$6,099,135, represents an increase of \$66,162, or 1.1 percent, over the 1991 grant of \$6,032,973.
3. The DPH advises that if grant funds are terminated or reduced, personnel would be terminated or reduced accordingly. The proposed grant provides for 51.65 Civil Service FTEs.
4. According to Mr. Tim Piland of the DPH, the following contract services were bid competitively within the past two years according to Human Rights Commission Guidelines, and renewed in 1990:
  - UCSF AIDS Health Project
  - SF AIDS Foundation
  - 18th Street Services
  - Bayview Hunters Point Foundation
  - UCSF Urban Health Study
  - Japanese Community Youth Council
  - Filipino Task Force on AIDS
  - AAHF/Asian AIDS Project
  - CURAS
  - AAHF/APICA.

Mr. Piland advises that these contracts would next be bid competitively in fiscal year 1993-94. All of these contractors are non-profit organizations.

5. As noted above, contractors for the Survey of Knowledge, Attitudes, Behaviors and Beliefs, at \$347,159, Prevention and Education for the Latino Community, at \$46,245, Prevention and Education for the Latino Gay and Bisexual Community, at \$25,665, and Prevention and Education for the African American Gay and Bisexual Community, at \$30,000, are to be determined. These contracts total \$449,069. Therefore, \$449,069 should be reserved pending selection of contractors and information regarding hours, rates and the MBE/WBE status of contractors.

The following contracts would be awarded on a sole source basis because (a) they are the only organizations providing such services in San Francisco, (b) interruption of these services would substantially lower the quality of service, Mr. Piland reports: CURAS; UCSF AIDS Health Project (counseling and testing only); Bayview Hunters Point

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Foundation (counseling and testing only); Haight Ashbury Free Clinics; Westside Community Mental Health; 18th Street Services (counseling and testing only). All of the sole source contractors are non-profit organizations.

The Support Center Contract, for \$25,000, would augment a current sole source contract, Mr. Piland reports. The Support Center is a non-profit organization.

6. The "Summary of Grant Request" as prepared by DPH is attached.

**Recommendation:** Amend the proposed resolution to reserve \$449,069 as noted in Comment No. 5 above pending selection of contractors and information regarding hours, rates and the MBE/WBE status of the contractors, and approve, as amended.

Item No. Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor Dept of Health & Human Svcs  
Centers for Disease ControlDivision CO/AIDS DivContact Person Lin Dixon/Jack Stubbs  
Address 255 East Paces Ferry Road, NE  
Atlanta, GA 30305Section AIDS OfficeContact Person Tim PilandTelephone 554-9132Amount Requested \$ 6,099,135Application Deadline 10-14-91Term: From 1-1-92 To 12-31-92Notification Expected 11-30-91Health Commission 11-5-91Board of Supervisors: Finance Committee  
Full BoardI. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (supplemental) grant in the amount of \$6,099,135 from the period of 1-1-92 to 12-31-92 to provide AIDS/HIV Prevention Project services. (Circle appropriate words)II. Summary: (Conciseness; need addressed; number & groups served; services and providers)These funds support (along with additional State and local support) a wide array of AIDS Prevention programs including Counseling and Testing services, Partner Notification and Referral services, Health Education and Risk Reduction services, and Public Information and Early Intervention services.III. Objectives:To provide the above services to the residents of San Francisco in order to prevent the transmission of the AIDS/HIV virus.IV. Effects of Reduction or Termination of These Funds:The efforts of the AIDS Office to limit the transmission of the AIDS/HIV virus in San Francisco would be severely impaired.V. Financial Information:

|                  | Col. A           | Col. B           | Col. C           | Col. D          | Req. Match  | Approved by |
|------------------|------------------|------------------|------------------|-----------------|-------------|-------------|
|                  | Two Years Ago    | Past Year/Orig.  | Proposed         | Change          |             |             |
| Grant Amount     | <u>4,747,933</u> | <u>6,032,973</u> | <u>6,099,135</u> | <u>+ 66,162</u> | <u>none</u> |             |
| Personnel        | <u>1,676,300</u> | <u>2,066,590</u> | <u>2,574,965</u> | <u>+508,375</u> |             |             |
| Equipment        | <u>6,250</u>     | <u>13,810</u>    | <u>16,982</u>    | <u>+ 3,172</u>  |             |             |
| Contract Svc.    | <u>2,477,156</u> | <u>3,413,269</u> | <u>2,582,671</u> | <u>-830,598</u> |             |             |
| Mat. & Supp.     | <u>54,065</u>    | <u>56,146</u>    | <u>115,206</u>   | <u>+ 59,060</u> |             |             |
| Facilities/Space | <u>64,795</u>    | <u>114,288</u>   | <u>154,075</u>   | <u>+ 39,787</u> |             |             |
| Other            | <u>77,535</u>    | <u>33,244</u>    | <u>246,510</u>   | <u>+213,266</u> |             |             |
| Indirect Costs   | <u>275,400</u>   | <u>335,626</u>   | <u>408,726</u>   | <u>+ 73,100</u> |             |             |

VI. Data Processing(Costs included above) 5,000 7,000 16,982 \_\_\_\_\_VII. PersonnelF/T CSC Appros 38.00 Approx 46.00 51.65 \_\_\_\_\_  
P/T CSC \_\_\_\_\_  
Contractual \_\_\_\_\_ TBD \_\_\_\_\_Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
None.

Item 1g - File 146-91-85

**Department:** Department of Public Health  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a grant, which includes indirect costs of \$268,122 based on 20 percent of salaries.

**Amount:** \$2,468,345

**Source of Grant:** U. S. Department of Health and Human Services  
Centers for Disease Control (CDC)

**Grant Period:** January 1, 1992 to December 31, 1992

**Project:** AIDS Surveillance and Seroprevalence Project

**Indirect Costs:** \$268,122, based on 20 percent of salaries

**Description:** The Board of Supervisors at its September 11, 1991, authorized the DPH to apply for a continuation grant for the AIDS surveillance and Seroprevalence Project not to exceed \$2,500,000. The AIDS Surveillance Project generates all meaningful epidemiologic data about the nature of the AIDS epidemic. Data is used to identify and address HIV disease trends and issues. The following projects would be funded by the proposed grant:

**AIDS OFFICE CASE SURVEILLANCE PROGRAM**

The AIDS Office Case Surveillance Program consists of the collection of information for the AIDS case registry. Program staff collect information at hospitals by checking hospital labs, files, and wards. The AIDS registry is maintained by the Program, and is used for projections and analyses.

| <u>Personnel</u>   | <u>FTE</u> |                |
|--|------------|----------------|
| Salaries   |            |                |
| Epidemiologist III   | 1.00       | \$65,420       |
| Principal Disease Control Investigator                             | 0.50       | 24,699         |
| Epidemiologist II  | 1.00       | 48,244         |
| Sr. Disease Control Investigator                                   | 1.00       | 85,724         |
| Disease Control Investigator                                       | 10.00      | 369,269        |
| Sr. Clerk Typist   | 1.00       | 32,429         |
| Data Entry Operator  | 2.00       | 52,098         |
| Statistician   | 1.00       | 40,436         |
| Secretary II   | 0.50       | <u>15,652</u>  |
| Subtotal   |            | \$733,971      |
| Fringe Benefits @ 26%  |            | <u>190,832</u> |
| Total Salaries   | 18.00      | \$924,803      |
| <u>Travel</u>  |            |                |
| Local Travel   |            | \$12,675       |
| Out-of-Jurisdiction Travel<br>(funder-mandated trips to CDC)       |            | <u>2,400</u>   |
| Total Travel   |            | 15,075         |
| <u>Equipment</u> (Three PC's and network<br>software and hardware) |            | 11,298         |
| <u>Materials and Supplies</u>                                      |            |                |
| Office Supplies  |            | \$7,680        |
| Office Equipment   |            | <u>7,199</u>   |
| Total Supplies   |            | 14,879         |
| <u>Operating Expenses</u>  |            |                |
| Rent support   |            | \$39,161       |
| Telephone/Communications   |            | 20,202         |
| Postage  |            | 2,800          |
| Printing & Reproduction  |            | 5,700          |
| Staff training   |            | 700            |
| Mainframe computer support   |            | 2,000          |
| Computer service & maintenance<br>agreement                        |            | 3,750          |
| Subscriptions  |            | <u>500</u>     |
| Total Operating Expenses   |            | 74,813         |
| <u>Indirect Costs @ 20% of Salaries</u>                            |            | <u>146,794</u> |
| Total Project Budget   |            | \$1,187,662    |

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### AIDS OFFICE SEROPREVALENCE SURVEYS

AIDS Office Seroprevalence Surveys include surveys to determine the prevalence of the HIV virus among various populations, including injection drug users (IDU) entering drug treatment programs, cocaine users entering drug treatment programs, women of childbearing age, and adolescents. DPH staff would oversee contractors, and interpret and process survey results.

#### Personnel

|                                  |      |           |
|----------------------------------|------|-----------|
| Principal Disease Control        |      |           |
| Investigator                     | 0.50 | \$24,699  |
| Epidemiologist II                | 1.00 | 48,244    |
| Sr .Disease Control Investigator | 1.00 | 42,862    |
| MIS Specialist III               | 0.25 | 11,907    |
| Secretary II                     | 1.00 | 33,442    |
| Data Entry Operator              | 1.00 | 26,129    |
| Subtotal Personnel               |      | \$187,283 |
| Fringe Benefits @ 26%            |      | 48,694    |
| Total Salaries                   | 4.75 | \$235,977 |

#### Travel

4,345

#### Materials and Supplies

|                   |         |
|-------------------|---------|
| Office supplies   | \$3,450 |
| Clinical supplies | 1,500   |
| Total Supplies    | 4,950   |

#### Contractual Services

##### *HIV Seropositive Surveys*

|  |           |
|--|-----------|
| Westside Community Health (IDU<br>entering Methadone pgm.)         | \$ 13,000 |
| Bayview Hunters Point Foundation<br>(IDU entering Methadone pgm.)  | 13,000    |
| Bay Area Addiction<br>(entering Methadone pgm.)                    | 26,000    |
| Women's Health Centers/SFGH<br>(Women of reproduction age)         | 105,964   |
| Haight Ashbury Free Clinic (cocaine<br>users entering detox. pgm.) | 34,900    |
| UCSF (UC Adolescent Clinic)  | 15,243    |
| Total Contractual Services   | 208,107   |

#### Other (See Comment 4)

30,503

#### Indirect Costs @ 20% of Salaries

37,457

#### Total Budget

\$521,339

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### YOUNG MEN'S SURVEY

The Young Men's Survey is a study to determine the prevalence of HIV infection, and to determine markers for Hepatitis B and syphilis among gay and bisexual men between the ages of 17 and 21. The study would consist, in part, of setting up mobile test sites in areas where young gay or bisexual men may congregate, and drawing blood samples on-site.

#### Personnel

|                                  |      |               |
|----------------------------------|------|---------------|
| Sr. Disease Control Investigator | 1.00 | \$38,936      |
| Disease Control Investigator     | 1.14 | 41,265        |
| Microbiologist                   | 0.12 | <u>5,091</u>  |
| Subtotal Personnel               |      | \$85,292      |
| Fringe Benefits @ 26%            |      | <u>22,176</u> |
| Total Salaries                   | 2.26 | \$107,468     |

#### Local Travel

638

#### Materials and Supplies

|                                |  |              |
|--------------------------------|--|--------------|
| Office supplies                |  | \$500        |
| Clinical supplies              |  | 1,084        |
| Lab test (\$14.84 x 500 tests) |  | <u>7,420</u> |
| Total Supplies                 |  | 9,004        |

#### Other (See Comment 4)

48,519

#### Indirect Costs @ 20% of Salaries

17.058

Total Budget

\$182,687

### TUBERCULOSIS CLINIC SURVEY

The Tuberculosis Clinic survey includes a two-part survey of the population of tuberculosis patients using the Tuberculosis Clinic. The survey consists of: (1) an anonymous survey of blood samples, where part of clients' routine blood samples are tested to determine the prevalence of HIV; and (2) a confidential risk behavior survey, where clients are asked to answer questions.

#### Personnel

|                              |      |               |
|------------------------------|------|---------------|
| Disease Control Investigator | 1.00 | \$39,864      |
| Fringe Benefits @ 26%        | —    | <u>10,365</u> |
| Total Salaries               | 1.00 | \$50,229      |

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|   |              |
|---|--------------|
| <u>Travel</u>                           |              |
| Local Travel                            | \$ 400       |
| <u>Materials and Supplies</u>           |              |
| Clinical Supplies                       | 450          |
| <u>Indirect Costs</u> @ 20% of Salaries | <u>7.973</u> |
| Total Budget                            | \$59,052     |

**LARKIN STREET, HUCKLEBERRY HOUSE  
AND YOUTH GUIDANCE CENTER ADOLESCENT SURVEYS**

The Larkin Street and Huckleberry House surveys consist of a two part survey, such as the two-part survey noted above, of the homeless youth population of San Francisco. The Youth Guidance Center survey consists of a two part survey of youth in correctional facilities.

|   |                    |
|---|--------------------|
| <u>Personnel</u>                        |                    |
| Epidemiologist I                        | 1.00 \$38,340      |
| Social worker                           | <u>1.00 33,084</u> |
| Subtotal                                | \$71,424           |
| <br>                                    |                    |
| Fringe Benefits @ 26%                   | <u>18,570</u>      |
| Total Salaries                          | 2.00 \$89,994      |
| <br>                                    |                    |
| <u>Local Travel</u>                     | 600                |
| <br>                                    |                    |
| <u>Materials and Supplies</u>           |                    |
| Office supplies                         | \$600              |
| Clinical supplies                       | 600                |
| Laboratory supplies                     |                    |
| Total Supplies                          | 1,200              |
| <br>                                    |                    |
| <u>Indirect Costs</u> @ 20% of Salaries | <u>14,285</u>      |
| <br>                                    |                    |
| Total Budget                            | \$106,079          |

**CITY CLINIC SURVEY**

The City Clinic Survey is a two-part survey of clients using the City Clinic.

**Personnel**

|                              |      |               |
|------------------------------|------|---------------|
| Nurse Practitioner           | 1.00 | \$63,052      |
| Psychiatric Social Worker    | 0.50 | 23,024        |
| Clerk Typist                 | 0.50 | 14,057        |
| Disease Control Investigator | 0.25 | <u>9,402</u>  |
| Subtotal                     |      | \$109,535     |
| Fringe Benefits @ 26%        |      | <u>28,479</u> |
| Total Salaries               | 2.25 | \$138,014     |

**Local Travel**

200

**Materials and Supplies**

|                   |  |              |
|-------------------|--|--------------|
| Office supplies   |  | \$1,000      |
| Clinical supplies |  | <u>1,000</u> |
| Total Supplies    |  | 2,000        |

**Indirect Costs @ 20% of Salaries**

21,907

Total Budget

\$162,121

**DPH LABORATORY**

The DPH laboratory receives blood samples from all of the surveys included in the AIDS Surveillance and Seroprevalence Project. The DPH lab tests the blood samples for HIV antibodies and other viruses, where applicable.

**Personnel**

|                      |      |               |
|----------------------|------|---------------|
| Sr. Microbiologist   | 1.00 | \$55,122      |
| Laboratory Assistant | 1.00 | 31,690        |
| Laboratory Helper    | 1.00 | <u>26,431</u> |
| Subtotal             |      | \$113,243     |

Fringe Benefits @ 26%

29,443

Total Salaries

3.00

\$142,686

**Travel**

|                            |  |              |
|----------------------------|--|--------------|
| Local Travel               |  | \$250        |
| Out-of-Jurisdiction Travel |  | <u>1,435</u> |
| Total Travel               |  | 1,685        |

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| <u>Materials and Supplies</u>  |               |
|--------------------------------|---------------|
| Office supplies                | \$ 450        |
| Laboratory supplies:           |               |
| Unlinked Surveys               | 65,436        |
| Surveys of Risk Behavior       | 11,100        |
| SMSA Reference Supplies        | <u>5,400</u>  |
| Total Supplies                 | \$82,386      |
| <u>Indirect Costs</u>          |               |
|                                | <u>22,648</u> |
| Total Budget @ 20% of Salaries | \$249,405     |

**GRAND TOTAL PROJECT BUDGET** \$2,468,345

**Comments:**

1. Mr. Tim Piland of the DPH advises that if grant funding is reduced or terminated, personnel would be reduced or terminated accordingly. The proposed grant provides for 33.26 FTEs.
2. According to Mr. Piland, the contracts for the AIDS Office Seroprevalence Surveys would be sole source. Westside Community Health, Bayview Hunters Point Foundation, Bay Area Addiction Services, the Women's Health Centers, and the Haight-Ashbury Free Clinic have all participated in the surveys since the start of the project, Mr. Piland advises, and their continued participation is necessary to successfully complete the surveys.
- The UCSF Adolescent Clinic would be beginning a project to estimate HIV Seroprevalence among adolescents and young adults as noted above. This contract would be awarded on a sole source basis because it is the only teen clinic in San Francisco to provide all of the following services, Mr. Piland reports: (1) the clinic draws blood regularly; (2) the clinic has diverse clients; (3) the clinic sees a large number of clients, and (4) the clinic has already collected demographic information on its clients.
3. According to Mr. Giuliano Nieri of the DPH, the Department has received EIPSC approval to purchase the personal computers and network software and hardware noted in the AIDS Office Case Surveillance Program budget.
4. Mr. Nieri advises that the "Other" category in the AIDS Office Seroprevalence Surveys, at \$30,503, and in the Young Men's Survey, at \$48,519, include telephone, rent, reproduction, postage, training, courier services, service and

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maintenance agreements, UCSF mainframe rental, and insurance costs. Total "Other" costs for the two budgets equals \$79,022.

5. The proposed grant of \$2,468,345 represents a \$782,729, or 46.4 percent, increase over the previous year's grant of \$1,685,616. Mr. Piland reports that this large increase is due to CDC's expanded case definition of AIDS, which is anticipated to double the project's caseload. The expanded case definition will take effect April 1, 1992, Mr. Piland advises.
6. The proposed grant includes indirect costs in the amount of \$268,122, based on 20 percent of salaries.
7. The DPH has prepared a Disability Access Checklist which is in the file.
8. The Summary of Grant Request Form, as prepared by the DPH, is attached.

**Recommendation:** Approve the proposed resolution.

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Grantor Dept of Health and Human Svrs  
Centers for Disease Control  
Contact Person Lin Dixon/Jeff Efird  
Address 255 East Paces Ferry Road, NE  
Atlanta, GA 30305  
Amount Requested \$ 2,468,345  
Term: From 1-1-92 To 12-31-92  
Health Commission 11-5-91 Board of Supervisors: Finance Committee  
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (renewal) (supplemental) (5%) grant in the amount of \$ 2,468,345 from the period of 1-1-92 to 12-31-92 to provide AIDS Surveillance Project services. (Circle appropriate words)

II. Summary: (Concern/history; need addressed; number + groups served; services and providers)

This continuation grant will fund the second year of the current AIDS Surveillance Project (#416); this includes all AIDS/HIV surveillance and seroprevalence activities conducted by the Department of Public Health.

III. Outcomes/Objectives:

The objective of the AIDS surveillance and seroprevalence activities is to generate meaningful epidemiologic data about the nature of the epidemic in order to identify and address HIV disease trends and issues.

IV. Effects of Reduction or Termination of These Funds:

Failure to accept these continuing grant funds would significantly impair our ability to measure and track the AIDS epidemic in San Francisco; failure to accept these funds would also jeopardize future grant funding.

V. Financial Information:

|                  | Col. A           | Col. B           | Col. C           | Col. D          | Req. Match  | Approved by |
|------------------|------------------|------------------|------------------|-----------------|-------------|-------------|
|                  | Two Years Ago    | Past Year/Orig.  | Proposed         | Change          |             |             |
| Grant Amount     | <u>1,660,358</u> | <u>1,685,616</u> | <u>2,468,345</u> | <u>+782,729</u> | <u>none</u> |             |
| Personnel        | <u>1,110,484</u> | <u>1,112,330</u> | <u>1,689,171</u> | <u>+576,841</u> |             |             |
| Equipment        | <u>13,200</u>    | <u>0</u>         | <u>11,298</u>    | <u>+ 11,298</u> |             |             |
| Contract Svc.    | <u>139,648</u>   | <u>210,008</u>   | <u>208,107</u>   | <u>+ 1,901</u>  |             |             |
| Mat. & Supp.     | <u>113,838</u>   | <u>100,324</u>   | <u>114,869</u>   | <u>+ 14,545</u> |             |             |
| Facilities/Space | <u>46,308</u>    | <u>30,189</u>    | <u>53,185</u>    | <u>+ 22,996</u> |             |             |
| Other            | <u>59,208</u>    | <u>52,005</u>    | <u>123,593</u>   | <u>+ 71,588</u> |             |             |
| Indirect Costs   | <u>177,672</u>   | <u>180,760</u>   | <u>268,122</u>   | <u>+ 87,362</u> |             |             |

VI. Data Processing

(costs included above) 6,600 0 11,298 \_\_\_\_\_

VII. Personnel

|             |              |              |              |       |       |
|-------------|--------------|--------------|--------------|-------|-------|
| F/T CSC     | <u>24.00</u> | <u>24.75</u> | <u>33.24</u> | _____ | _____ |
| P/T CSC     |              |              |              | _____ | _____ |
| Contractual | <u>5.0</u>   | <u>6.75</u>  | <u>TBD</u>   | _____ | _____ |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
None.

Will grant funded employees be retained after this grant terminates? If so, How?  
No.

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (Use back of page for Explanatory Form)



Item 1h - File 79-90-4.3

**Department:** Mayor's Office of Housing and Community Development (MOHCD)

**Item:** Release of Reserved Funds

**Amount:** \$100,000

**Source of Funds:** 1991 Community Development Block Grant (CDBG) funds

**Description:** The Board of Supervisors approved the 1991 CDBG Program on December 3, 1990. At the same time, the Board of Supervisors placed \$660,591 on reserve for various program components. Of the \$660,591 placed on reserve, \$360,591 has previously been released, leaving a balance of \$300,000. The MOHCD is now requesting that \$100,000 of the previously reserved \$300,000, which was designated for the Program's Tenant Improvement Pool, be released from reserve. The Tenant Improvement Pool was established to provide the San Francisco Housing Authority (SFHA), with a restricted set of funds earmarked to meet specific housing improvement requests made by public housing residents. The funds for this purpose were placed on reserve, pending the SFHA developing a detailed application process for the disbursement of the Tenant Improvement Pool funds. The MOHCD reports that the SFHA has recently created a "Mini Grant Application" package and has established a review committee consisting of public housing residents, SFHA staff and a community representative to evaluate the grant applications and to make decisions regarding the allocation of these funds. The MOHCD advises that grant application packages have been made available to interested public housing residents and that the deadline for submission of these grant applications is January 31, 1992.

**Recommendations:**

1. Approve the release of reserve funds in the amount of \$100,000.
2. If the reserve on funding for the Tenant Improvement Pool is released, require that MOHCD submit a report, along with the 1993 CDBG request, which identifies and describes the housing improvement projects which were selected, and the amounts which were allocated to each project.



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Item 1i - File 133-89-1.4

**Department:** Chief Administrative Officer  
Solid Waste Management Program

**Item:** Release of \$40,000 reserved in the Hazardous and Infectious Waste Education Program pending selection of a contractor and information regarding estimated hours, hourly rates and MBE/WBE status of the contractor

**Amount:** \$40,000

**Description:** The Board of Supervisors, at its June 26, 1989 meeting, authorized the Chief Administrative Office to accept and expend \$1,370,345 from the Sanitary Fill Company to be used for the Solid Waste Management Program projects, but reserved \$225,000 pending selection of contractors (File 133-89-1). Of the \$225,000, \$55,000 was reserved pending selection of a contractor for the Small Quantity Generators Hazardous and Infectious Waste Education Program. The Department is requesting a release of \$40,000 of the \$55,000 reserved for the Small Quantity Generators Hazardous and Infectious Waste Education Program.

Small Quantity Generators (SQGs) are small businesses that produce hazardous wastes, such as print shops and dry cleaners. The SQG Hazardous and Infectious Waste Education Program, now known as the SQG Hazardous Waste Education Program, is a survey project that would identify waste reduction technologies among large quantity generators and research methods to use those technologies in SQGs. The contractor would develop recommendations regarding waste reduction and report on those recommendations to the City. The results would be used to design the City's future programs for waste reduction and education.

**Project Budget:** Personnel

|  |              |
|--|--------------|
| Project Manager (250 hours @ \$27.74/hr)               | \$6,936      |
| Sr. Environmental Scientist<br>(420 hrs. @ \$21.96/hr) | 9,223        |
| Support Staff (94 hrs. @ \$10.94/hr)                   | <u>1,028</u> |
| Subtotal Personnel                                     | \$17,187     |
| Fringe Benefits @ 31 percent                           | <u>5,334</u> |
| Total Personnel  | \$22,521     |

| <u>Operating Expenses</u>                          |              |
|--|--------------|
| Courier  | \$24         |
| Reproduction                                       | 260          |
| Postage  | 240          |
| Telephone  | 500          |
| Computer Mainframe                                 | 1,169        |
| Travel   | 206          |
| Administrative Support                             | <u>2,968</u> |
| Total Operating Expenses                           | \$5,367      |
| <u>Profit</u>                                      |              |
|  | 2,845        |
| <u>Indirect Costs @ 23 percent (See Comment 4)</u> |              |
|  | <u>9,267</u> |
| Total  | \$40,000     |

**Comments:**

1. Of the \$225,000 reserved pending selection of contractors, \$55,000 was reserved for the SQG Hazardous and Infectious Waste Education Program, as noted above. According to Ms. Elahe Enssani of the Solid Waste Management Program, the Solid Waste Management Program has divided hazardous waste education and infectious waste education into two separate categories since the Board of Supervisors approved the project in June of 1989. Thus, \$40,000 of the reserved \$55,000 is currently being requested for hazardous waste education, while \$15,000 would be allocated to infectious waste education.
2. According to Ms. Enssani, the Solid Waste Management Program selected Science Application International Corporation (SAIC) as its contractor through a competitive bidding process. Selection procedures were carried out in compliance with Human Rights Commission guidelines. Ms. Enssani advises that five firms replied to the Department's Request for Proposal. Of these firms, two were WBE firms, and one was an MBE firm, Ms. Enssani advises. However, Ms. Enssani advises, SAIC, the firm selected, was the best qualified and submitted the lowest bid.
3. According to Ms. Carmen Smith of the Human Rights Commission, SAIC is not a LBE/WBE/MBE firm.

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December 11, 1991

4. According to Ms. Valerie Florence of SAIC, the company's indirect costs are set according to recommendations of the Defense Contract Audit Agency (DCAA), an auditing agency of the Federal government. DCAA makes its recommendations and approves indirect cost amounts according to actual annual expenditures, Ms. Florence advises.

**Recommendation:** Approve the requested release of funds.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 1j - File 146-91-37.2

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Request for release of reserved funds for DPH case management services.

**Amount:** \$230,000

**Description:** The Board of Supervisors previously authorized the DPH to accept and expend grant funds (File 146-91-37.1) in the amount of a grant of \$682,910 from the California Department of Health Services for HIV Care Consortia grant services under the Comprehensive AIDS Resources Emergency (CARE) Disaster Relief Program/Title II. \$230,000 of the \$682,910 was reserved for case management services pending the DPH's submission of contractor names and budget details.

The CARE Disaster Relief Program/Title II provides funds for the planning, development and delivery of comprehensive outpatient health and support services to individuals with HIV disease. Specific client services would include, case management and benefits counseling, as well as other health, psychosocial and support services.

The \$230,000 reserved for case management services would be used as follows:

San Francisco AIDS Foundation - \$50,000

Personnel

|                                |              |
|--------------------------------|--------------|
| Social Worker I (1.00 FTE)     | \$ 20,416    |
| Program Coordinator (0.25 FTE) | 6,158        |
| Fringe Benefits                | <u>6,333</u> |
| Total Personnel                | \$ 32,907    |

Operating Expenses

Includes funds for consultation,  
insurance, rental of property,  
equipment rental and maintenance and  
utilities

12,965

Administrative Costs

Total SF AIDS Foundation

4,128

\$ 50,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Asian American Health Forum/Gay Asian  
Pacific Alliance - \$20,000

|                                 |              |
|---------------------------------|--------------|
| Personnel                       |              |
| Administrative Asst. (0.20 FTE) | \$ 2,082     |
| Case Worker (0.25 FTE)          | 3,465        |
| Case Worker (0.20 FTE)          | 2,772        |
| Fringe Benefits                 | <u>1,831</u> |
| Total Personnel                 | \$ 10,150    |

|   |       |
|---|-------|
| Operating Expenses  | 6,160 |
| Includes insurance, staff training, local and<br>out-of-state travel and phones |       |

|                                     |       |
|-------------------------------------|-------|
| Equipment                           | 2,040 |
| IBM compatible computer and printer |       |

|                                   |              |
|-----------------------------------|--------------|
| Administrative Costs              | <u>1,650</u> |
| Total Asian American Health Forum | \$ 20,000    |

Bayview-Hunters Point Foundation/  
American Indian AIDS Institute - \$30,000

|                                     |           |
|-------------------------------------|-----------|
| Personnel                           |           |
| Case Manager (0.50 FTE)             | \$ 15,500 |
| Administrative Assistant (0.25 FTE) | 4,500     |
| Co-Director (0.08 FTE)              | 2,500     |
| Fringe Benefits                     | 4,500     |
| Total Personnel                     | \$ 27,000 |

|  |     |
|--|-----|
| Operating Expenses   | 523 |
| Includes rental of office space, utilities,<br>reproduction, postage |     |

|  |              |
|--|--------------|
| Administrative Costs   | <u>2,477</u> |
| Total Bayview-Hunters Point/<br>American Indian AIDS Institute | \$ 30,000    |

Community United in Response to AIDS -  
(CURAS) - \$65,000

|                                     |              |
|-------------------------------------|--------------|
| Personnel                           |              |
| Clinic Services Advocate (0.58 FTE) | \$ 15,167    |
| Intake & Referrals Clerk (0.44 FTE) | 11,667       |
| Fringe Benefits                     | <u>6,171</u> |
| Total Personnel                     | \$ 33,005    |

|   |        |
|---|--------|
| Operating Expenses  | 18,280 |
| Includes consultation with clinical<br>psychologist, supplies, rent and utilities |        |

|   |              |
|---|--------------|
| Equipment   | \$ 8,350     |
| Includes Macintosh computers, telephones, desks and slide projectors                  |              |
| Administrative Costs  | <u>5,365</u> |
| Total CURAS   | \$65,000     |
| <b><u>AIDS Indigent Direct Services - \$65,000</u></b>                                |              |
| Personnel   |              |
| Executive Director (0.06 FTE)   | \$ 2,538     |
| Program Director (0.15 FTE)   | 5,833        |
| Nurse Case Manager (0.03 FTE)   | 1,167        |
| Social Worker (0.58 FTE)  | 15,167       |
| Clinic Services Coordinator (0.21 FTE)  | 5,133        |
| Outreach Worker (0.58 FTE)  | 12,833       |
| Fringe Benefits   | <u>9,814</u> |
| Total Personnel   | \$52,485     |
| Operating Expenses  | 7,191        |
| Includes insurance, supplies, postage printing, rent, staff training and local travel |              |
| Administrative Costs  | <u>5,324</u> |
| Total AIDS Indigent Direct Services   | \$65,000     |

**Comments:**

1. Mr. Tim Piland of the DPH's AIDS Office reports that the grant period for the CARE Disaster Relief Program, Title II ends on May 30, 1992. Therefore, Mr. Piland indicates that the DPH had to identify contractors to perform the \$230,000 budgeted for the case management component of the project on a timely basis, since all of the funds would have to be expended before May 30, 1992. However, Mr. Piland states that the DPH did issue an RFP, and based on the proposals submitted, the DPH selected the above-listed contractors.
2. Mr. Piland reports that all of the above-listed contractors are non-profit organizations. Therefore, these organizations would not be certified by the Human Rights Commission as MBE, LBE or WBE firms.

**Recommendation:** Release the reserved funds in the amount of \$230,000.



Item 2 - File 7-91-13

**Note:** This item was continued at the November 6, 1991 Finance Committee meeting of October 23, 1991 with a request that the Budget Analyst review actual overtime costs included in documents presented to the Committee by a Municipal Railway employee.

**Department:** Municipal Railway (MUNI)

**Item:** Hearing to review the policies and procedures implemented at the Municipal Railway regarding employee overtime pay.

**Description:** According to Ms. Kathleen Kelly of the Public Utilities Commission (PUC), the MUNI does not have its own set of policies and procedures regarding employee overtime pay. Ms. Kelly stated that MUNI does follow, closely, the procedures specified in Section 18.13 of the San Francisco Administrative Code.

Section 18.13 (a) of the San Francisco Administrative Code specifies that no department appointing officer shall permit any employee to work overtime hours that exceed, in any fiscal year, 16 percent of the number of hours that the employee is regularly scheduled to work on a straight-time basis in that fiscal year. However, the appointing officer may, by written authorization, require or permit an employee to work overtime hours in excess of the 16 percent limitation.

According to Ms. Kelly, at MUNI, the General Manager, or in the absence of the General Manager, the Deputy General Manager, is responsible for authorizing overtime in excess of the 16 percent limitation. Ms. Kelly reports that the General Manager usually authorizes overtime exceeding the limitation to MUNI's vehicle maintenance employees.

Section 18.13 (b) specifies that transit operators and transit operator supervisors of MUNI are exempt from the limitation of overtime hours.

Section 18.13 (b) also states that the General Manager shall make a biannual report to the Board of Supervisors, which justifies the use of any excess overtime granted.

**Comments:**

1. Ms. Kelly reports that, since the overtime provisions of the Administrative Code were implemented in May of 1988, the MUNI has not submitted, on a continuing basis, biannual reports to the Board of Supervisors.

2. Ms. Kelly further advises that, not including overtime for Transit Operators, MUNI spent \$2.2 million on overtime in FY 1990-91. The maintenance staff accounted for approximately \$1.6 million of the total expenditures of \$2.2 million. Transit Supervisors and Station Agents account for the remaining \$600,000 in expenditures. According to Ms. Kelly, overtime for Transit Operators is included in the Transit Operators permanent salaries line item.

3. At the November 6, 1991, Finance Committee meeting, the Committee heard testimony regarding overtime from a MUNI employee, Mr. Michael Cheney, who also presented documents to this Committee supporting his statements. The Committee continued this hearing on MUNI overtime with a request that the Budget Analyst review the actual overtime costs included in Mr. Cheney's documents and report back to the Committee.

4. The limitation on overtime pay and holiday pay (holiday pay, like overtime, is paid at a time and one-half as a premium for working on holidays to provide full service) is based on regular straight time salaries. The Budget Analyst's analysis of overtime examined the latest, full fiscal year, 1990-91. A full one-year period was examined in order to eliminate seasonal fluctuations. Mr. Cheney's analysis was based on fourteen months of data, including fiscal year 1990-91 and July and August, 1991 of fiscal year 1991-92.

5. MUNI's 1990-91 budget for salaries, holiday pay and overtime pay is as follows:

| <u>Division</u>                                     | <u>Salaries</u>     |                |                  |                  | <u>Total<br/>Holiday<br/>Overtime</u> | <u>Holiday<br/>and<br/>Overtime<br/>Percent</u> |
|---|---------------------|----------------|------------------|------------------|---------------------------------------|---|
|   | <u>Salaries</u>     | <u>Percent</u> | <u>Holiday</u>   | <u>Overtime</u>  |                                       |   |
| Transportation<br>Administration and<br>Engineering | \$99,063,636        | 68             | \$481,336        | \$474,038        | \$955,374                             | 26  |
| Maintenance   | 2,958,702           | 2              | 30,976           | 21,823           | 52,799                                | 2   |
| Department Total                                    | <u>\$44,033,124</u> | <u>30</u>      | <u>1,069,382</u> | <u>1,569,801</u> | <u>2,639,183</u>                      | <u>72</u>                                       |
|   | \$146,055,462       | 100            | \$1,581,694      | \$2,065,662      | \$3,647,356                           | 100   |

As reflected above, 30 percent of MUNI salaries and 72 percent of holiday/overtime pay are budgeted in the Maintenance Division.

6. The Maintenance Division's 1990-91 budget is further broken down into Section budgets as follows:

| <u>Section</u>      | <u>Salaries</u>     | <u>Salaries<br/>Percent</u> | <u>Holiday</u>     | <u>Overtime</u>    | <u>Total<br/>Holiday<br/>and<br/>Overtime<br/>Overtime</u> | <u>Holiday<br/>and<br/>Overtime<br/>Percent</u> |
|---------------------|---------------------|-----------------------------|--------------------|--------------------|--|---|
| Admin Services      | \$1,085,170         | 2                           | \$2,961            | \$58,025           | \$60,986   | 2   |
| Automotive (Diesel) | 11,255,568          | 26                          | 370,170            | 774,682            | 1,144,852  | 43  |
| Trolley             | 5,454,294           | 12                          | 230,390            | 98,783             | 329,173  | 13  |
| Light Rail Vehicle  | 12,445,819          | 28                          | 212,561            | 87,497             | 300,058  | 11  |
| Cable Car           | 3,347,729           | 8                           | 74,434             | 334,172            | 408,606  | 16  |
| Structures          | 7,907,612           | 18                          | 108,210            | 157,176            | 265,386  | 10  |
| Power and Way       | <u>2,536,932</u>    | <u>6</u>                    | <u>70,656</u>      | <u>59,466</u>      | <u>130,122</u>   | <u>5</u>  |
|                     | <u>\$44,033,124</u> | <u>100</u>                  | <u>\$1,069,382</u> | <u>\$1,569,801</u> | <u>\$2,639,183</u>   | <u>100</u>                                      |

7. Mr. Cheney's analysis is of the Automotive (or Diesel) Section which is budgeted for 26 percent of all Maintenance Division salaries and 43 percent of overtime and holiday pay. Subtracting the \$230,182 (approximately two percent of total salaries of \$11,255,568) budget for salaries for Miscellaneous employees in the Automotive Section, leaves the following budget (approximately 98 percent of total salaries plus 100 percent of Holiday/Overtime Pay) for Craft employees in the Automotive Section that actually perform the day-to-day maintenance functions:

|                            |                     |
|----------------------------|---------------------|
| Craft Salaries             | <u>\$11,025,386</u> |
| Craft Holiday Pay          | <u>\$370,170</u>    |
| Craft Overtime Pay         | <u>774,682</u>      |
| Total Holiday and Overtime | <u>\$1,144,852</u>  |

Thus, the holiday/overtime budget for the Automotive Section represents approximately one hour of holiday/overtime work for every 14.45 hours of regular work (\$1,144,852 divided by one and one-half to convert holiday/overtime to straight time equals \$763,235; the ratio of \$763,235 for holiday/overtime to \$11,025,386 for regular work is one to approximately 14.45). Expressed as a percentage, on average, the Automotive Section holiday/overtime budget for hours of work is approximately 6.9 percent of the budget for regular hours of work as compared to the Administrative Code limitation per employee of 16 percent.

8. The following table details a comparison of actual holiday/overtime pay to regular pay for the 46 supervisors and 243 workers in the Automotive Section, by classification. The table also shows a tally of the number of employees in each classification that received holiday/overtime pay below

|                                     | Number<br>of<br>Employees | Regular<br>Pay | Holiday<br>Pay | Overtime<br>Pay | Total<br>Holiday<br>and<br>Overtime<br>Pay | Percent<br>Holiday<br>and<br>Overtime<br>Pay | Total<br>Holiday<br>Pay            | Percent<br>Holiday<br>Pay  | Percent<br>Overtime<br>Pay | Percent<br>Overtime<br>Pay | Percent<br>16%<br>or<br>Over<br>Time<br>Paid | Percent<br>16%<br>or<br>Over<br>Time<br>Paid | Percent<br>Highest<br>Paid |
|-------------------------------------|---------------------------|----------------|----------------|-----------------|--|--|------------------------------------|----------------------------|----------------------------|----------------------------|--|--|----------------------------|
|                                     |                           |                |                |                 |  |  | Holiday/Overtime<br>to Regular Pay | Highest<br>Percent<br>Paid |                            |                            |  |  |                            |
| <b>Supervisors</b>                  |                           |                |                |                 |  |  |                                    |                            |                            |                            |  |  |                            |
| 7228 Auto. Tran. Shop. Supr.        | 5                         | \$316,034      | \$5,392        | \$23,173        | \$28,565                                   | 6.0  | 5                                  | 0                          | 9                          |                            |  |  |                            |
| 7249 Auto. Mech. Supr. I            | 7                         | 412,708        | 17,879         | 39,841          | 57,720                                     | 9.3  | 6                                  | 1                          | 17                         |                            |  |  |                            |
| 7254 Auto. Mach. Supr. I            | 1                         | 70,094         | 3,315          | 3,589           | 6,904                                      | 6.6  | 1                                  | 0                          | 3                          |                            |  |  |                            |
| 7264 Auto. Body and Fender Supr. I  | 1                         | 59,462         | 1,029          | 1,530           | 2,559                                      | 2.9  | 1                                  | 0                          | 3                          |                            |  |  |                            |
| 7340 Maint. Contr.                  | 11                        | 603,702        | 23,095         | 55,647          | 78,742                                     | 8.7  | 11                                 | 0                          | 13                         |                            |  |  |                            |
| 7382 Auto Mech. Asst. Supr.         | 12                        | 613,618        | 13,013         | 59,390          | 72,403                                     | 7.9  | 12                                 | 0                          | 15                         |                            |  |  |                            |
| 7412 Auto. Svc. Wkr. Asst. Supr.    | 5                         | 180,003        | 9,192          | 23,289          | 32,481                                     | 12.0   | 5                                  | 0                          | 15                         |                            |  |  |                            |
| 9106 Tran. Car Cleaner Supr I       | 1                         | 38,411         | 1,567          | 6,913           | 8,480                                      | 14.7   | 1                                  | 0                          | 15                         |                            |  |  |                            |
| 7381 Auto Mech (Acting Supervisor*) | 3                         | <u>125,847</u> | <u>2,253</u>   | <u>17,255</u>   | <u>19,508</u>                              | <u>10.3</u>                                  | <u>3</u>                           | <u>0</u>                   | <u>15</u>                  |                            |  |  |                            |
| Total - Supervisors                 | 46                        | \$2,419,879    | \$76,735       | \$230,627       | \$307,362                                  | 6.4  | 45                                 | 1                          |                            |                            |  |  |                            |
| <b>Worker</b>                       |                           |                |                |                 |  |  |                                    |                            |                            |                            |  |  |                            |
| 7306 Auto Body and Fender Wkr.      | 14                        | \$515,946      | \$8,604        | \$17,295        | \$25,899                                   | 3.3  | 14                                 | 0                          | 8                          |                            |  |  |                            |
| 7309 Car and Auto Painter           | 5                         | 166,633        | 2,910          | 2,847           | 5,757                                      | 2.3  | 5                                  | 0                          | 7                          |                            |  |  |                            |
| 7313 Auto Machinist                 | 22                        | 766,154        | 11,021         | 40,973          | 51,994                                     | 4.5  | 22                                 | 0                          | 9                          |                            |  |  |                            |
| 7381 Auto Mechanic                  | 96                        | 3,974,742      | 103,762        | 227,060         | 330,822                                    | 5.5  | 95                                 | 1                          | 16                         |                            |  |  |                            |
| 7390 Welder                         | 1                         | 44,356         | 1,024          | 1,216           | 2,240                                      | 3.4  | 1                                  | 0                          | 3                          |                            |  |  |                            |
| 7410 Auto Service Worker            | 90                        | 2,762,216      | 99,301         | 277,597         | 376,898                                    | 9.1  | 81                                 | 9                          | 22                         |                            |  |  |                            |
| 9102 Tran. Car Cleaner              | 15                        | <u>389,438</u> | <u>5,945</u>   | <u>23,333</u>   | <u>29,278</u>                              | <u>5.0</u>                                   | <u>15</u>                          | <u>0</u>                   | <u>10</u>                  |                            |  |  |                            |
| Total - Workers                     | 243                       | \$8,619,485    | \$232,567      | \$590,321       | \$822,888                                  | 8.5  | 233                                | 10                         |                            |                            |  |  |                            |
| Total                               | 289                       | \$11,039,364   | \$309,302      | \$820,948       | \$1,130,250                                | 10.2   | 278                                | 11                         |                            |                            |  |  |                            |

\* According to Mr. Cheney, three workers in the 7381 Auto Mechanic classification served as "acting" supervisors.

and above the 16 percent Administrative Code limitation and the highest percentage paid in each classification.

As reflected in the table above, in 1990-91, one Automotive Section supervisor out of a total of 46 worked holiday/overtime hours in excess of the Administrative Code limit of 16 percent of regular time hours. Ten workers out of 243 worked holiday overtime hours in excess of the 16 percent limit. According to the Administrative Code, the appointing officer must authorize holiday/overtime work in excess of the 16 percent limit in writing. MUNI's explanations of their holiday/overtime usage in 1990-91 is explained in their letter to the Board of Supervisors dated November 12, 1991 which is attached (Attachment 1).

9. The following table is a summary of the above data for fiscal year 1990-91 in the same format as Mr. Cheney's October 10, 1991 memo which is attached (Attachment 2):

Overtime Earning Breakdowns

|   |             |                    |
|---|-------------|--------------------|
| Supervisor Employees  | 46          |                    |
| Supervisor Holiday/Overtime Actually Paid                         | \$307,362   |                    |
| <br>  |             |                    |
| Total Holiday/Overtime Actually Paid<br>(Supervisors and Workers) | \$1,130,250 |                    |
| <br>  |             |                    |
| Supervisors Compose   | 16%         | of total employees |
| Supervisors Receive   | 27%         | of overtime pay    |
| <br>  |             |                    |
| Worker Employees  | 243         |                    |
| Worker Holiday/Overtime Actually Paid                             | \$822,888   |                    |
| <br>  |             |                    |
| Workers Compose   | 84%         | of total employees |
| Workers Receive   | 73%         | of overtime pay    |

Top Ten Percent Holiday/Overtime Earners

|                            |           |           |
|----------------------------|-----------|-----------|
| Supervisor 10%             | 5         | employees |
| Total Earnings             | \$68,662  |           |
| Average                    | \$13,732  |           |
| Percent of Total Paid      | 6.1%      |           |
| Percent of Total Employees | 1.7%      |           |
| <br>                       |           |           |
| Worker 10%                 | 24        | employees |
| Total Earnings             | \$218,631 |           |
| Average                    | \$9,110   |           |
| Percent of Total Paid      | 19.3%     |           |
| Percent of Total Employees | 8.3%      |           |

BOARD OF SUPERVISORS  
BUDGET ANALYST

Top Twenty Percent Holiday/Overtime Earners

|                            |              |
|----------------------------|--------------|
| Supervisor 20%             | 9 employees  |
| Total Earnings             | \$109,044    |
| Average                    | \$12,116     |
| Percent of Total Paid      | 9.6%         |
| Percent of Total Employees | 3.1%         |
|                            |              |
| Worker 20%                 | 49 employees |
| Total Earnings             | \$372,979    |
| Average                    | \$7,611      |
| Percent of Total Paid      | 33.0%        |
| Percent of Total Employees | 17.0%        |

Bus Cleaning, Repairs and Painting

|                                   | <u>Number of Employees</u> | <u>Holiday/Overtime Paid in 1990-91</u> |
|-----------------------------------|----------------------------|---|
| 9102 Tran. Car Cleaner            | 15                         | \$29,278                                |
| 7306 Auto, Body and Fender Worker | 14                         | 25,899                                  |
| 7309 Car and Auto Painter         | 5                          | 5,757                                   |
| Total                             | 34                         | \$60,934                                |

10. Although the actual amounts varied slightly, the Budget Analyst's analysis of the Automotive Section holiday/overtime paid in 1990-91 generally agrees with and confirms the data in Mr. Cheney's October 10, 1991 memo, as reflected in Attachment 2.

11. Mr. Cheney concludes (in his October 10, 1991 memo) that although supervisors compose only 16 percent of the Automotive Section staff (Craft classifications), they receive 28 percent of the holiday/overtime dollars actually paid out for administrative and supervisory activities which, according to Mr. Cheney, do not result in actual improvements to MUNI's fleet of diesel buses. Mr. Cheney reports that 72 percent (100 percent less 28 percent) of the holiday/overtime dollars actually paid out were for direct improvements to the diesel buses. The Budget Analyst has computed 27 percent for administrative and supervisory activities and 73 percent for workers.

12. Based on Mr. Cheney's selection of the three classifications that perform maintenance activities that affect the appearance of diesel buses, only \$59,000, or 4.8 percent, of the \$1,218,900 total holiday/overtime paid for all diesel bus maintenance is for cleanliness and presentability of the buses to the citizens of San Francisco that ride the buses. The Budget Analyst's analysis shows that \$60,934 or 5.4 percent was spent for these activities.



SAN FRANCISCO MUNICIPAL RAILWAY 949 PRESIDIO AVENUE, SAN FRANCISCO, CALIF. 94115 415 673-6864



November 12, 1991

Honorable Jim Gonzales, Chairman  
Finance Committee  
Board of Supervisors  
235 City Hall  
San Francisco, CA 94102

THRU: Thomas J. Elzey *Thom J. Elzey*  
General Manager  
Public Utilities Commission

Dear Supervisor Gonzales:

I am writing to you regarding your request for a hearing on the overtime (OT) policies and expenditures of the Municipal Railway (MUNI).

Attached, please find a report that outlines the categories of OT expended by the MUNI, general description of OT consuming events, and an explanation of the OT used for High OT "users" in fiscal years 1989-90, 1990-91 and 1991-92 year to date as of September 30, 1991.

The MUNI's Deputy General Manager for Administration, Mr. Phil Chin will present our report and will respond to any questions you may have. Various General Superintendents from the Maintenance Division will also be available to provide you and other Finance Committee Members with any additional information you may require.

Should you require any information that cannot be provided to you at the hearing, please do not hesitate to give me a call.

Thank you for your interest and concern with the Municipal Railway.

Sincerely,

*Johnny B. Stein*  
Johnny B. Stein  
General Manager

JBS:PC:em

cc: Honorable Kevin Shelley  
Honorable Terence Hallinan  
John Taylor, Clerk, Board of Supervisors  
Joni Blanchard, Clerk, Finance Committee  
Deborah Newman, Office of the Budget Analyst ✓  
Phil Adams  
Kathleen Kelly  
File

OVERTIME REPORT  
FOR THE  
MUNICIPAL RAILWAY

I. Introduction

A. Breakdown of MUNI OT Categories

1. Platform - All Muni Operators
2. Non-Platform - All Muni miscellaneous and crafts employees

B. Provisions of Ordinance (Sec. 18.13 S.F. Administrative Code)

1. Over 16% of hours  
= 24% of pay
2. 9163 Transit Operators and 9139 Transit Supervisors are exempt (9163's are platform and 9139's are miscellaneous employees)

C. General Policies of Transportation Division

1. 9163 Transit Operators - by request, on a rotation basis, administered by Division Chair per MOU/side letter.
2. 9139 Transit Supervisors - by request, on a rotation basis, except where operational needs dictate, by Division Manager per MOU/side letter.
3. 9131 Transit Station Agents - by request, on a rotation basis, administered by Division Manager, per MOU/side letter.

Since the OT use of platform employees (9163 Transit Operators) is specifically exempted from monitoring by provisions of Administration Code Section 18.13, a detailed position discussion and explanation of OT use by platform employees will not be included in this report. By way of general information, MUNI's platform OT budget is \$454,000 for the current fiscal year (1991-92), an amount that is not likely to result in any year-end surplus. In past years, extraordinary service demands have required MUNI to fully exhaust its OT line item and shift other funds into this category.

D. General Policies Administration/Engineering Divisions

1. By assignment of Division Manager as dictated by need (volume of work, emergency conditions, vacant positions, etc.). This division expends very little overtime.

E. General Policies of Maintenance Division

1. By assignment in three categories

- a) Programmatic - planned in advance, generally scheduled off-peak or nights/weekends; such as Castro Crossover and work on Subway standpipes.
  - b) Emergencies - to cover open shifts in order to maintain level of service; includes vacations, absences, terminations, etc.
  - c) Extraordinary Emergencies - unplanned events that generally require immediate response.
2. Approval is made by first line supervisor up to the limit set by Board. Approval of General Superintendent is required to go over that amount. Each division has a weekly limit.
3. Allocation of all OT is generally consistent with provisions of MOU's. Nine unions are involved (250A, 790, 1305 and six others). In certain cases (Local 6 IBEW), "pyramiding" provisions of agreements rapidly escalate OT, e.g. 10% swing, 15% graveyard (1 hr. graveyard = whole shift graveyard), 15% Saturday, and 30% Sunday. In the case of 7410 Automotive Service Workers, Shop Steward maintains rotation list.
4. Background on Maintenance OT
  - a) Budget cuts in 1987-88 resulted in a 13% reduction of workforce (about 60 positions). A 3% cut in service was budgeted but was subsequently restored so maintenance demand remained over the budgeted staffing level by 13%. This OT "burden" has essentially continued to this point.

- b) During the last 2 years 6 additional positions, a 7120 Building & Grounds Superintendent, a 7288 Signal system Maintenance Superintendent and four 1853 EDP clerks were eliminated.
- c) During the same period 130 new wheelchair lift-equipped buses were added and the deferred maintenance of the 1986 M.A.N. artics was necessitated; this resulted in increased staffing needs to the tune of 10 positions that were never filled.
- d) In spite of these changes overtime in 1990-91 represented an estimated reduction of about 50% from 1987 (roughly \$2.5M down to \$1.6M). This was achieved through improved efficiencies.

5. OT "Generators" - these are the events or phenomena that have resulted in the greatest use of excessive overtime.

- a) Extra Service - through the first 4 months of 1991-92, unscheduled motor coach demand represented a 22.6% increase over scheduled motor coach demand. 49er and Giants games, Central Freeway demolition, numerous concerts, races and parades, Fleet week, fireworks, and a number of construction projects all resulted in additional service demands.
- b) Start up of New Division - in late July and August, the new Army Roadcall Division was inaugurated, centralizing road call functions in one dedicated division rather than three operating divisions. This resulted in a tremendous OT "bulge" as supervisory personnel and craft personnel developed and perfected operating policies and practices.
- c) Castro Cross-Over Project - project to replace special track work, electrical overhead work, and signal control system required extensive OT from track crews, engineers, electronic techs, inspectors, and other maintenance personnel, as well as OT from Transit Supervisors and operating personnel. Work on the Castro Cross-over is the biggest single "User" of OT this fiscal year.

- d) Subway Wet Standpipe Replacement - work required extensive use of track crews, engineers, inspectors, maintenance and clean-up crews during evening and night hours.
- e) Equipment Defects - M.A.N. articulated coaches have required more engine and transmission work due to deferred maintenance; LRV's have required increased maintenance due to deterioration and age.
- f) Potrero Rehabilitation - the major rehabilitation of Potrero Division while it remained in service required constant adjustment and changes in work practices.
- g) Cable Machinery/Rope Breakdowns - wear, and replacement cycle requires periodic replacement of cable and cable machinery components in turn requiring extensive overtime use. Two periods required extensive OT.
- h) Testing - tests ranging from the operation of ventilation fans in the Metro subway to the effectiveness of non-asbestos Cable Car brakes generally must be conducted when the affected systems are shut down. They are almost always conducted during evenings, nights and/or weekends.

II. Non-Platform Overtime Expenditures By Year and Category

A. 1989-1990

|                                |  |
|--------------------------------|--|
| 1. Budgeted Non-Platform Total | \$1,854,409                                  |
| 2. Expended Non-Platform Total | \$2,384,000                                  |
| 3. High-Users                  | \$ 230,995.46<br>(9.7% of total<br>expended) |

B. 1990-1991

|                                |                               |
|--------------------------------|-------------------------------|
| 1. Budgeted Non-Platform Total | \$1,900,000                   |
| 2. Expended Non-Platform Total | \$2,200,000                   |
| 3. High-Users                  | \$ 88,964.87<br>(4% of total) |

C. 1991-1992 YTD

|                                |  |
|--------------------------------|--|
| 1. Budgeted Non-Platform Total | \$1,942,298.                                 |
| 2. Expended Non-Platform YTD   | \$ 592,000.<br>(30.4% of total)              |
| 3. High Users YTD              | \$ 121,402.<br>(6.2% of total<br>20% of YTD) |

III. Overtime Use Explanations by Year

The following are position by position explanations of the work requirements that resulted in the individuals or groups of individuals accumulating excessive overtime.

A. 1989-90

|  |  |
|--|--|
| 5202 - Jr. Civil Engineer  | 42%  |
| Miscoding error - UEB Position   |  |
| 5208 - Civil Engineer  | 32%  |
| (Same as above)  |  |
| 9124 - Sr. Transit Information Clerk   | 24.4%  |
| Shortage of staff due to cuts,<br>only 1 position of 9124 filled<br>at that time.  |  |
| 9139 - Transit Supervisors (3 pos.)  | 24.5%  |
| Open shifts at divisions and<br>Central Control. All Three were<br>dispatchers filling open shifts<br>(1 at Central Control 2 at Divisions). | 26.7%<br>32.5%                                     |
| 7381 - Automotive Mechanic (7 pos.)  | 39.4%  |
| Deferred Maintenance Program<br>(rebuild of M.A.N. engines and<br>transmissions) at Flynn Division   | 27.1%<br>31.5%<br>49.0%<br>25.0%<br>26.5%<br>31.2% |

7382 - Automotive Mechanic Assistant Supervisor 25.8%

Kirkland Division experienced a 20% loss in personnel.

7410 - Automotive Service Worker (2 pos.) 25.4%

Kirkland down 20% in staff 26.2%

7412 - Automotive Service Worker  
Assistant Supervisor 29.8%  
(see above)

7472 - Wire Rope Cable Maintenance 38.4%  
Mechanic (4 pos.) 25.0%  
26.9%  
32.5%

Cable Car #16 Festival, wire rope  
splice & repair jobs on Powell, Hyde and  
California cables, movie ("Final Analysis").

7473 - Wire Rope Cable Maintenance 32.1%  
Mechanic Trainee (2 pos.) 27.2%  
(See Above)

B. 1990-91

1424 - Clerk Typist 30.0%

Charged with overtime fraud  
and dismissed on 12/18/90  
for cause.

6235 - Heating & Ventilation Inspector 31.2%

Metro asbestos, Green Center  
heating and vent improvements,  
Green fire safety and Metro  
sprinkler projects. Much of this  
work had to be done when system  
was shut down or at minimal usage.

2716 - Custodial Assistant Supervisor 32.6%

Served as Acting Custodial Service Supervisor to fill vacant position and worked OT to fill another open shift for 2716.

7283 - Track Maintenance Supervisor 51.5%

Stand pipe replacement,  
Embarcadero Cross-over, J Line Extension,  
K-Line switch.

7318 - Electronic Maintenance Technician 25.2%

Cable Car Vehicle Locator, and LRV brake conversion (asbestos to non-asbestos). Much of the work had to be done at night.

7355 - Truck Driver/Equipment Maintenance Supervisor 36.7%

K-Line track/switch replacement  
Embarcadero Crossover switch  
Car 16 celebration.

7410 - Automotive Service Worker (2 pos.) 25.1%  
26.8%

Work furlough assistance, steam cleaning of M.A.N. engines (head gasket and transmission problems)

7472 - Wire Rope Cable Maintenance Mechanic 27.8%

Splice new Powell Cable, shift coverage for vacations and sick leave.

C. 1991-92 YTD

1452 - Executive Secretary 25.1%

Loss of two clerical positions in Transportation/Administration offices, additional hours due to work of General Manager and Deputy General Managers.

|   |                |
|---|----------------|
| 5202 - Jr. Civil Engineer   | 26.9%          |
| Coding error, UEB employee  |                |
| 5346 - Mechanical Engineer  | 72.1%          |
| Wet standpipe replacement on<br>Subway, inspection and supervision<br>of work on Castro Crossover.  |                |
| 6235 - Heating & Ventilation Inspectors<br>(2 pos.)   | 75.1%<br>34.7% |
| Wet standpipe replacement on<br>Subway, inspection and supervision of<br>work on Castro Crossover.  |                |
| 7283 - Track Maintenance Supervisor   | 67.9%          |
| Embarcadero Cross-over, Castro<br>Crossover, Subway wet standpipe work,<br>J line extension.  |                |
| 9139 - Transit Supervisor(s) (5)  | 27.7%<br>24.6% |
| Castro Crossover, wet standpipe work<br>and shift coverage at Divisions<br>and Central Control.   |                |
| 2716 - Custodial Assistant Supervisor   | 25.9%          |
| Filled in as 2720 Janitorial<br>Services Supervisor because<br>position was open. Also continued<br>to perform his own job and covered<br>open shift of other 2716. |                |
| 3417 - Gardener   | 24.2%          |
| Sheriffs Department work furlough<br>program (Sheriffs Work Alternative Program)  |                |

|   |                      |
|---|----------------------|
| 7253 - Electrical Transit<br>Mechanic Supervisor I  | 26.3%                |
| Cable Car Division special event,<br>loss of grip builder to Workers<br>Compensation.   |                      |
| 7318 - Electronic Maintenance<br>Technician   | 33.4%                |
| Continuation of work on LRV<br>brake conversions (asbestos to<br>non-asbestos) and Cable Car<br>brake testing as well as support<br>for Castro Crossover. |                      |
| 7355 - Truck Driver/Equipment<br>Maintenance Supervisor   | 38.6%                |
| Weekend work to minimize<br>service disruption on Metro Subway<br>J-line track work, Embarcadero<br>track work and Castro Crossover.                      |                      |
| 7329 - Electronic Maintenance<br>Technician Assistant<br>Supervisor.  | 24.8%                |
| Support on the Castro Crossover<br>(mostly signal and switch related).  |                      |
| 7379 - Electrical Transit<br>Mechanic (3 pos.)  | 24.5<br>28.2<br>26.5 |
| Special event and two men off at Cable<br>Car Division. No grip builders<br>(only one position, out on workers<br>compensation).                          |                      |
| 7381 - Automotive Mechanic  | 27.1                 |
| Only person who responded to<br>request for OT to continue<br>rebuild of engines for M.A.N.<br>coaches at Flynn Division.                                 |                      |

|   |      |
|---|------|
| 7382 - Automotive Mechanic Assistant<br>Supervisor (2 pos.)   | 61.3 |
| Start up of new Road Call Division<br>pulling personnel from 3 existing<br>diesel divisions. Training of both<br>mechanics and supervisors. Start up<br>followed by Fleet Week, Columbus Day<br>Parade, 49er games and other special<br>events. As transferred personnel<br>adapt to new working regimen, OT<br>use will be stabilized. All<br>personnel will be able to go on<br>road calls alone and new supervisor<br>has been assigned. | 35.1 |
| 7410 - Automotive Service Worker (6 pos.)   | 25.2 |
| (See above explanation)   | 28.0 |
|   | 27.7 |
|   | 37.3 |
| Also covering open shifts due to<br>vacations, extended sick leave,<br>and terminations at Flynn.   | 36.3 |
|   | 31.0 |

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October 10, 1991

The following breakdowns derived from San Francisco MUNI payroll records and shop print outs. Errors may occur, when noted corrections will be posted,

OVERTIME EARNING BREAKDOWNS - JULY 1990 thru AUGUST 1991

|                      |              |
|----------------------|--------------|
| management employees | 44           |
| management overtime  | \$343,123.00 |

|                       |                |
|-----------------------|----------------|
| total overtime budget | \$1,218,900.00 |
|-----------------------|----------------|

|                     |                     |
|---------------------|---------------------|
| management composes | 16% of employees    |
| management receives | 28% of overtime pay |

|                  |              |
|------------------|--------------|
| worker employees | 225          |
| worker overtime  | \$875,778.00 |

|                  |                  |
|------------------|------------------|
| workers compose  | 84% of employees |
| workers receives | 72% of overtime  |

TOP TEN PERCENT EARNERS

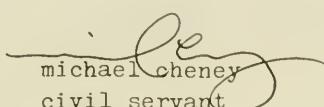
|                        |             |
|------------------------|-------------|
| management 10%         | 4 employees |
| total earnings         | \$68,000.00 |
| average                | \$17,000.00 |
| % of total O.T. budget | 5.5%        |
| % of total employees   | 1.5%        |

|                        |              |
|------------------------|--------------|
| worker 10%             | 22 employees |
| total earnings         | \$215,630.00 |
| average                | \$9,800.00   |
| % of total O.T. budget | 17.7%        |
| % of total employees   | 8%           |

TOP TWENTY PERCENT EARNERS

|                        |              |
|------------------------|--------------|
| management 20%         | 8 employees  |
| total earnings         | \$115,241.00 |
| average                | \$14,400.00  |
| % of total O.T. budget | 9.5%         |
| % of total employees   | 3%           |

|                        |              |
|------------------------|--------------|
| worker 20%             | 44 employees |
| total earnings         | \$358,487.00 |
| average                | \$8,147.00   |
| % of total O.T. budget | 29%          |
| % of total employees   | 16%          |

  
Michael Cheney  
civil servant

October 10, 1991,

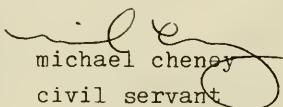
The following Civil Service classifications are assigned to San Francisco MUNI Diesel Division, and are deployed for cleaning buses, repairing bus body damage and bus painting. Individual overtime earnings and their combined totals are listed. Number of employees in classification noted. For July 90-August 91.

|   |                           |
|---|---------------------------|
| 9102 transit car cleaner - 15 employees - | \$29,584.00 - O.T.        |
| 7306 auto body & fender - 14 employees -  | \$24,893.00 - O.T.        |
| 7309 car & auto painter - 3 employees -   | \$4,523.00 - O.T.         |
| <u>totals - 32 employees -</u>            | <u>\$59,000.00 - O.T.</u> |

MUNI DIESEL DIVISION SUPERVISOR OVERTIME PAY - JULY 90- AUGUST91

|   |                    |                     |
|---|--------------------|---------------------|
| <u>TOP #FOUR SUPERVISORS COMBINED PAY - OVERTIME-</u> | <u>\$68,000.00</u> |                     |
| <u>32 SUPERVISORS COMBINED PAY</u>                    | <u>- OVERTIME-</u> | <u>\$280,000.00</u> |

Above figures and percentages derived from San Francisco MUNI payroll records and shop print outs. Errors may occur, when noted corrections will be posted.

  
michael cheney  
civil servant

October 10, 1991

The following formula is derived from the San Francisco Board of Supervisor Ordinance No. 211-88, passed May 23, 1988. It sets the overtime earning limit of city employees, once passed written accountability must be put forward.

Overtime Pay ( O.T. hours worked x 1.5 base hourly rate)

---

Base pay (reg. hours x base hourly rate) x 0.16 x 1.5 ( O.T. factor)

Below is the Ordinance tripwire formula with MUNI Diesel Divisions top four overtime earners of the supervisors. (July 90- June 91)

---

\$ 54, 026.00 overtime earnings

---

\$ 257,405.00 base pay x 0.16 x 1.5

this equals;

---

\$ 54, 026.00 overtime earnings

---

\$ 61, 777.00 ordinance tripwire

this equals:

87.5 % of the ordinance tripwire.

This places in question whether MUNI Diesel Division levels of supervisory overtime reflect true needs, or metered response to overtime ordinance no. 211-88. Three of the four supervisors in the top four, are from the same shop.

Above figures and percentages derived from San Francisco MUNI payroll records and shop print outs. Errors may occur, when noted corrections will be posted.

  
michael cheney  
civil servant



Item 3 - File 12-91-35.1

1. This item is a request for a hearing to investigate the status of SB 855 funds.

2. Senate Bill 855 establishes a Payment Adjustment Program, which provides a mechanism for additional supplemental payments to the State's disproportionate share hospitals. The Federal definition of a disproportionate share hospital, is a hospital having a Medicaid inpatient utilization rate at least one standard deviation above the mean, or a low-income utilization rate of at least 25 percent. Under the Payment Adjustment Program, counties, university hospitals and hospital districts which are eligible to participate would make an intergovernmental transfer of one-twelfth of a predetermined annual amount to a special fund in the State Treasury. The State would in turn, obtain an equal amount of Federal matching funds and distribute the total funds each month to those participating county, university, district and private hospitals in the form of "payment adjustments" based on Medi-Cal days of service. The amount of each participant's intergovernmental transfer to the State and the amount of payment adjustments distributed back by the State to the participants would be based on statutory formulae. The Program was designed so that counties and other public entities should receive approximately \$1.83 of payment adjustments for each \$1.00 which they transfer to the State.

3. Ms. Susan Ehrlich of the Department of Public Health reports that the Department still anticipates that the City will receive the State SB 855 revenues, this fiscal year, in the amount of approximately \$26 million. However, according to Ms. Ehrlich, administrative details in connection with the implementation of this legislation are still being worked out at the State and Federal level. Ms. Ehrlich advises that until these administrative details have been finalized, the Department will be unable to provide definitive information regarding (1) when and precisely how much of the SB 855 monies would be made available to the City and (2) whether or not the City would be permitted to supplant General Fund supported operations with the SB 855 monies, thereby allowing the General Fund monies to return to the General Fund reserve.

4. The Board of Supervisors previously adopted Resolution 691-91, which outlined the Board's priorities for the expenditure of the SB 855 monies for health programs. The legislation stressed the need to focus on AIDS related services and identified the following programs as having a high priority:

- (1) a lesbian and gay youth center;
- (2) a comprehensive HIV related education prevention and treatment program for all at-risk youth;
- (3) expansion of the DPH, AIDS Division;
- (4) expansion of programs relating to AIDS early intervention, with an emphasis on minority communities;
- (5) a multi-service program for women with HIV infection, especially minority women;
- (6) a centralized site for temporary emergency housing for men, women and children with HIV infection;

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

- (7) reinstatement of dental programs at the Potrero Southeast Community Center;
- (8) reinstatement of funding for the Childrens Hospital's Children and Family Treatment Center;
- (9) the Canon Kip Center for homeless elderly outreach;
- (10) the OMI Family Center, serving children, adolescents and adults;
- (11) psychiatric services at the Southeast Mental Health facility;
- (12) forensic, medical, dental and psychiatric services at the jails;
- (13) mental health case management at La Instituto Familiar de la Raza;
- (14) mental health programs at the Bayview Hunters Point Day Treatment Program;
- (15) the Monterey Clinic lesbian and gay specific programs;
- (16) the Latino and Hispanic communities, including the Mission Neighborhood Health Services;
- (17) the Kimochi Geriatric Outreach Services;
- (18) battered women's shelters;
- (19) the Mt. Zion Crisis Center;
- (20) expansion of the Chronic Fatigue Syndrome research and treatment program;
- (21) emergency funds for minority persons to be administered through the AIDS Foundation;
- (22) senior center health education and screening;
- (23) conservator services at Southwest Community Center;
- (24) Filipino mental health services; and
- (25) patient referrals and assistance at San Francisco General Hospital.

5. The Mayor's Office has estimated that the above-noted programs could cost between \$6.0 and \$9.0 million of the total anticipated \$26 million in SB 855 monies. The Department of Public Health concurs with this estimate. The Budget Analyst notes that the precise amount of funds that will be designated for the above listed programs for the current fiscal year will not be known until the SB855 revenues are certified by the Controller and supplemental appropriations to expend these revenues are submitted to the Board of Supervisors for approval.

6. The recent joint report by the Controller, the Mayor's Director of Finance and the Budget Analyst estimated a General Fund revenue shortfall of \$91.7 million for the Fiscal Year 1992-93. This estimate assumed a 1991-92 carry forward surplus of zero and did not include any potential net revenue benefit due to SB855.

Memo to Finance Committee  
December 11, 1991

Item 4 - File 114-91-10

**Note:** This item was continued from the Finance Committee's meeting of November 27, 1991.

**Department:** Department of Public Works, Bureau of Building Inspection (BBI)

**Item:** Ordinance amending Part II, Chapter 1 of the San Francisco Municipal Code (Building Code) by amending Section 333.1, and amending Part II, Chapter 12 of the San Francisco Municipal Code (Housing Code) by amending Section 302 to establish a fee to defray the costs of the Bureau of Building Inspection to inspect code violation complaints for R-3 occupancies including one and two-family rental dwelling units.

**Description:** The Bureau of Building Inspection (BBI) is proposing an amendment to the San Francisco Building Code, which would add a new license fee of \$10, per dwelling unit, per year, for one and two-family rental dwelling units (\$20 for two-family dwelling units), to the list of authorized fees. BBI further proposes to amend the San Francisco Housing Code to include the collection of the license fees for one and two family rental dwelling units.

BBI reports that its Housing Inspection Division has historically performed code enforcement inspections, based on complaints, on single and two-family dwelling rental units in the City. These complaints are received by BBI from residents or neighbors. However, the Housing Inspection Division presently does not collect a fee for performing such inspections and has not been reimbursed for inspections in the past. BBI estimates that the Housing Inspection Division performs nearly 4,000 inspections each year.

The following summarizes the estimated costs to the Housing Inspection Division to perform 4,000 such code enforcement inspections each year:

|   |               |
|---|---------------|
| Cost of Staff inspections (5,320 Housing Inspector hours @ \$65.25 per hour)            | \$347,130     |
| 2,600 hours of Clerical support @ \$31 per hour (1.25 FTE)                              | 80,600        |
| 1,040 Senior Inspector hours for supervision and administrative support @ \$67 per hour | <u>69,680</u> |
| Total estimated cost of performing 4,000 code enforcement inspections each year         | \$497,410     |

**BOARD OF SUPERVISORS  
BUDGET ANALYST**

**Comments:**

1. BBI reports that approximately 50,000 single and two-family dwelling units exist in San Francisco. At a proposed cost of \$10.00 per dwelling, the City could receive as much as \$500,000 in additional revenues, which would be used to offset the present cost of performing code enforcement inspections, related to code violation complaints, on single and two-family rental dwelling units.
2. The proposed fee is intended to recover the cost of the 4,000 inspections now performed by the Housing Inspection Division each year. According to Mr. Donald McConlogue of BBI, the Bureau presently subsidizes these code enforcement inspections out of other building permit fee revenues. The City Attorney's Office advises that, by law, fees charged for a specific purpose must be used to fund that specific purpose. With respect to the building permit fee revenues, such revenues could not be used to fund code enforcement inspections. Therefore, BBI is requesting an additional \$10 fee for one and two-family dwelling units.
3. Mr. McConlogue states that BBI has historically used building permit fees to subsidize the costs of the Housing Inspection Division's code enforcement responsibilities, since the hotel and apartment license fee revenues have been insufficient to cover all of the Housing Inspection Division's costs. Mr. McConlogue advises that such building permit fees are prepaid to cover the cost of future building permit inspections. Because building permit fee revenues have been used to subsidize the operations of the Housing Inspection Division, Mr. McConlogue believes that BBI may have insufficient funds to pay for future expected building permit related inspections. Therefore, BBI is requesting that the proposed fee on single and two-family dwelling units be imposed to allow the Housing Inspection Division to fully recover the costs of its operations.
4. However, the Budget Analyst recommends that if a new fee is to be established for performing code enforcement inspections related to code violation complaints on single and two-family rental dwelling units, then the existing fee levels for building permits should be reduced in order to keep BBI only on a self sustaining basis (and not on a basis of revenues exceeding costs) in accordance with the prior policy established by the Board of Supervisors. The Budget Analyst's recommendation would preclude BBI from achieving additional revenues which would exceed total BBI costs by approximately \$500,000 annually.

5. The Tax Collector's Office advises that it will be responsible for distributing any new fee notices, and as such, BBI has not included the estimated costs of the Tax Collector's Office in the calculation of the proposed new fee. BBI has therefore requested that this item be continued until BBI and the Tax Collector's Office are able to determine what Tax Collector costs, if any, should be included in the calculation of the proposed new fee.

**Recommendation:** Continue the proposed ordinance at the request of BBI.



Item 5 - File 114-91-11

**Note:** This item was continued from the Finance Committee's meeting of November 27, 1991.

**Department:** Department of Public Works, Bureau of Building Inspection (BBI)

**Item:** Ordinance amending Part II, Chapter 1 of the San Francisco Municipal Code (Building Code) by amending Section 333.3 relating to the fee for energy reports and certificates.

**Description:** The Bureau of Building Inspection (BBI) is proposing an amendment to the San Francisco Building Code, which would increase the fee charged by \$5.00, from \$5.25 to \$10.25, a 95 percent increase, for providing Residential Energy Conservation compliance reports and certificates.

In September of 1991, the Board of Supervisors approved the Residential Water Conservation Ordinance (Ordinance No. 185-91), which required that BBI perform residential water conservation inspections concurrently with the present program of residential energy conservation inspections. The ordinance further provided that BBI provide inspection forms and certificates of compliance to document completed inspections. A copy of the certificate of compliance would then be furnished to the Water Department.

Because of the recent enactment of the Residential Water Conservation Ordinance, BBI is requesting an increase in the fees used to pay for the cost of providing the reports and certificates. BBI intends to redesign the residential energy conservation inspection forms and certificates to accommodate the requirements of the Residential Water Conservation Ordinance. BBI has estimated that the costs of implementing the requirements of the Residential Water Conservation Ordinance would increase as follows:

|  |              |
|--|--------------|
| Computer Reprogramming to include residential water conservation requirements in database and to produce Water Conservation Ordinance reports for the Water Department | \$2,000      |
| Redesign and Printing of Residential Energy Conservation Ordinance inspection forms and certificates   | 1,000        |
| Clerical Data entry (approximately 83 hours)   | 2,600        |
| Administration and Supervision of Program (approximately 100 hours)  | <u>6,700</u> |
| Total projected increase in cost   | \$12,300     |

BBI estimates that it conducts roughly 2,500 Residential Energy Conservation Ordinance inspections annually. Given an estimated cost of \$12,300 to administer the Water Conservation inspections, BBI estimates the approximate increase in the fee charged for compliance reports and certificates would be \$5.00 (The estimated increase is rounded to the nearest quarter of a dollar).

**Comment:**

1. BBI has included the \$2,000 cost of reprogramming its computer and producing reports for the Water Department. Since BBI would be producing computer reports for the Water Department, the Water Department should pay for the reports.
2. BBI has also included the cost to redesign the inspection forms and certificate to track residential water conservation inspections performed by the Bureau. However, such one-time costs are relatively minor and could be absorbed by BBI. Most of the cost imposed by the Bureau will be the cost of printing, on a periodic basis, the multipart "NCR" inspection forms and certificates. Mr. Peter Burns of BBI advises that the estimated cost of the inspection forms and certificates is \$0.25 per form, or a total cost of \$1,000 per year, assuming 4,000 copies are produced (2,500 copies used by BBI inspectors plus 1,500 copies for inspections made by private energy inspectors). BBI furnishes the inspection forms to private energy inspectors. However, according to Mr. Burns, the total printing costs are not included in the calculation of the present fee associated with the Residential Energy Conservation Ordinance. Based on the cost of printing the inspection forms and certificates and the cost of providing the clerical and administrative time involved, the estimated fee increase would only be \$4.25, not \$5.00. Therefore, the proposed ordinance should be amended to reflect a fee increase from \$5.25 to \$9.50, an increase of \$4.25.
3. Mr. Burns has advised that BBI has requested that this proposed ordinance be continued along with Item 4, pertaining to the proposed fee on one and two-family dwelling unit rental units.

**Recommendation:** Amend the proposed ordinance to increase the amount of the fee from \$5.25 to \$9.50, rather than a fee of \$10.25, as requested by BBI.

Continue the proposed ordinance as amended and as requested by BBI.

Memo to Finance Committee  
December 11, 1991

Item 6 - File 65-91-8

**Department:** San Francisco General Hospital (SFGH)  
Real Estate

**Item:** Ordinance authorizing and approving a new lease from San Francisco General Hospital (SFGH) to the Regents of the University of California.

**Location:** Fifth and Sixth floors of Building 3  
San Francisco General Hospital (SFGH)

**Purpose of Lease:** Virology and Immunology medical research laboratories and offices

**Lessee:** Regents of the University of California

**No. of Sq. Ft. and Cost per Month:** 21,775 square feet at \$0.47 square foot/month = \$10,234.25 rent/month

**Annual Revenues to City:** \$122,811

**Utilities and Janitor Services Provided by City:** No. Regents of the University of California would pay its estimated share of the utilities and services of \$2,830.75 per month.

**Term of Lease:** November 15, 1991 through February 15, 1992

**Right of Renewal:** None (See Comment # 1).

**Description:** The University of California, through its School of Medicine, and the San Francisco General Hospital (SFGH) have cooperated closely for many years in providing professional staffing for the hospital and in the active conduct of medical research. The proposed lease would expand these cooperative efforts through the installation of laboratories and offices to conduct medical research of virology and immunology as it relates to HIV and thereby expanding basic AIDS research activities. Under the proposed lease, the Regents of the University of California, the proposed lessee, would establish laboratories for AIDS-related research. The laboratory staff, equipment, and materials would be available for cooperative use by the City.

BOARD OF SUPERVISORS  
BUDGET ANALYST

**Comments:**

1. As noted above, the proposed three month lease would have no options for renewal. Mr. Robert Haslam of the Real Estate Department reports that the Real Estate Department and the University of California anticipate entering into a long-term 18 year lease when the proposed three-month lease expires. Mr. Haslam indicates that the proposed three month lease would be an interim lease which would provide the Regents of the University of California with an opportunity to approve the long-term 18 year lease, and the interim lease also would provide the University of California with the opportunity to establish the medical research laboratories. The long-term 18 year lease would also be subject to future approval by the Board of Supervisors.
2. Also as noted above, the proposed lease began on November 15, 1991. Therefore, the proposed lease should be amended to authorize SFGH to enter into the proposed lease retroactively.
3. Mr. Haslam reports that the Fifth and Sixth floors of Building 3 at SFGH are newly constructed floors. Mr. Haslam reports that a renovation which added three new floors, the Fourth, Fifth and Sixth floors upon the existing three floors was completed at SFGH using State funds. Therefore, the City did not previously occupy the Fifth and Sixth floors of Building 3, which is the subject of the proposed lease. The Fifth and Sixth floors are presently vacant.
4. Mr. Haslam indicates that the proposed rent of \$0.47 per square foot of monthly rent represents the fair market value for the property. Mr. Haslam reports that the rental rate for all building space at SFGH is \$0.47 per square foot. Mr. Haslam also indicates that an independent appraiser reappraises all the buildings at SFGH every five years, and the rental rates are adjusted annually for inflation. Mr. Haslam states that all the SFGH buildings would be reappraised in the summer of 1992.

**Recommendation:** Amend the proposed lease to authorize the Real Estate Department to enter into the proposed lease retroactively. Approve the proposed lease as amended.

Memo to Finance Committee  
December 11, 1991

Item 7 - File 101-91-28

**Department:** Department of City Planning

**Item:** Supplemental Appropriation Ordinance for capital improvement project, City Planning for Fiscal Year 1991-92.

**Amount:** \$269,250

**Source of Funds:** Development Agreement Fee  
Catellus Development Corporation

**Description:** On May 1, 1989, Catellus Development Corporation, formerly known as Santa Fe Pacific Realty Corporation, filed a Development Agreement Application for the Mission Bay Project with the Department of City Planning in accordance with State law and the San Francisco Administrative Code, Chapter 56. This Chapter permits execution of development agreements between the City and developers for large multi-phase projects, such as the Mission Bay Project. Section 56.20 of the Administrative Code also authorizes the City to collect fees to defray the costs incurred by the City for administrative, planning and legal costs, including material costs associated with the Development Agreement.

The Board of Supervisors has previously approved the first and second installments of funding for administrative costs associated with the Mission Bay project (Files 101-89-115 and 101-90-81). The proposed legislation would provide the third installment of funding for City departments to complete work on the Mission Bay Development Agreement and other related documents. The proposed funds would be used for the following City departments:

|  | First<br>and Second<br>Installment | Third<br><u>Installment (this request)</u> | Total     |
|--|------------------------------------|--|-----------|
| City Attorney -<br>Development Agreement<br>Legal Drafting                               | \$380,373                          | \$145,000                                  | \$525,373 |
| Port of San Francisco -<br>Land Valuation, Exchanges<br>and Negotiation                  | 65,680                             | 16,250                                     | 81,930    |
| Real Estate Department<br>and consulting assistance -<br>Land Valuation and<br>Exchanges | 66,667                             | 30,000                                     | 96,667    |

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

|  | First<br>and Second<br><u>Installment</u> | Third<br><u>Installment (this request)</u> | Total         |
|--|---|--|---------------|
| Mayor's Office of<br>Housing - development<br>of trust accounts  | -   | \$10,000                                   | \$10,000      |
| Chief Administrative<br>Officer - assistance<br>with bond counseling and<br>tax and financial advising | -   | 13,000                                     | 13,000        |
| City Planning -<br>development agreement<br>review and implementation                                  | -   | 55,000                                     | 55,000        |
| Department of Public<br>Works -Infrastructure<br>Advice and Consultation                               | <u>40,000</u>                             | <u>—</u>                                   | <u>40,000</u> |
| Total  | \$552,720                                 | \$269,250                                  | \$821,970     |

**Comments:**

1. Mr. Alec Bash of the Department of City Planning advises that the proposed \$269,250 would cover costs incurred from May 1, 1991 through December 31, 1991. However, Mr. Bash indicates that all of the costs have already been incurred. Therefore, the proposed legislation should be amended to provide for retroactive payment of expenditures.
2. The \$145,000 budgeted for the City Attorney's Office was used for draft agreements and advice on documentation for land transfer agreements, establishment of the Mello Roos District, State Lands Commission guidelines, and Bay Conservation Development Corporation approvals. The services were provided by in-house staff at an average hourly rate of \$87 an hour, or approximately 1,667 hours. Mr. Bash reports that a Mello Roos District is an additional tax increment district in which property owners are taxed in order to provide funds for the City to complete infrastructure projects in the District.
3. The \$16,250 budgeted for the Port was used for staff assistance with land valuation and exchanges. Specifically, the funds were used to coordinate Port review engineering and infrastructure report, to review Port license, option and permit agreements relating to the Port's licensing of approximately 20 acres to Catellus for Mission Bay open

space, and to assist with Bay Conservation Development Commission and State Lands Commission approvals.

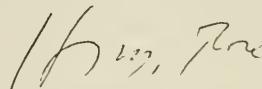
4. The \$30,000 budgeted for the Real Estate Department was used for staff assistance with land transfer activities, Port land transfers and State land trust issues. The Port is providing approximately 15 acres of land to Catellus to obtain approximately 35 acres adjacent to its Pier 80 facilities, and is leasing another approximately 20 acres to Catellus for Mission Bay open space.

5. The \$10,000 budgeted for the Mayor's Office of Housing was used for assistance with development of the housing program and trust accounts. The Mission Bay Development proposal includes 8,700 housing units, including 3,500 affordable units.

6. The \$13,000 budgeted for the CAO's Office was used for the CAO's assistance with the formation of the Mello Roos District, including bond counseling, tax consulting and financial services to the City.

7. The \$55,000 budgeted for the City Planning Department was used for review and implementation of the Development Agreement, including the land transfer agreement, a transportation report and assistance with Bay Conservation Development Commission requirements.

**Recommendation:** Amend the proposed supplemental appropriation ordinance to approve the appropriation of the requested funds retroactively. Approve the proposed supplemental appropriation ordinance as amended.



Harvey M. Rose

|     |                       |                              |
|-----|-----------------------|------------------------------|
| cc: | Supervisor Gonzalez   | Clerk of the Board           |
|     | Supervisor Shelley    | Chief Administrative Officer |
|     | Supervisor Hallinan   | Controller                   |
|     | President Ward        | Sam Yockey                   |
|     | Supervisor Achtenberg | Ted Lakey                    |
|     | Supervisor Alioto     |                              |
|     | Supervisor Britt      |                              |
|     | Supervisor Hsieh      |                              |
|     | Supervisor Kennedy    |                              |
|     | Supervisor Maher      |                              |
|     | Supervisor Migden     |                              |

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



F  
90.25  
18/91

~~CALENDAR~~  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENT NO. 7

DFC 16 1991

SAN FRANCISCO  
PUBLIC LIBRARY

WEDNESDAY, DECEMBER 18, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 30-91-8.1. [State Agreement] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to enter into a cooperative agreement with the State of California, Department of Vocational Rehabilitation retroactive to July 1, 1991 in the amount of \$44,235 to provide vocational rehabilitation services to residents San Francisco who are currently receiving or require substance abuse treatment services; authorizing and directing the President of the Board to certify said agreement; companion measure to File 30-91-8. (Department of Public Health)
  - b. File 38-91-21. [Acceptance of Gift] Resolution authorizing the San Francisco Public Library to accept and expend a gift of \$555,756 from the Library Foundation of San Francisco for design fees associated with the auditorium, meeting room complex, media center and eleven special rooms in the New Main Library. (Public Library)
  - c. File 38-91-22. [Acceptance of Gift] Resolution accepting a gift to the San Francisco Public Library of up to \$1,500,000 from the Library Foundation, for lease/purchase for lease/purchase of library automation system. (Public Library)
  - d. File 61-91-6. [Contract Award Extension] Resolution granting extension of time for awarding San Francisco Water Department Contract No. WD-2052, 8-Inch Ductile Iron Main Installation in Fremont Street between Market and Harrison Streets. (Public Utilities Commission)
  - e. File 64-91-33. [Lease of Property] Resolution authorizing extension of an existing lease of real property at 1155 Market Street, for the Public Utilities Commission. (Real Estate Department)

- f. File 64-91-34. [Lease of Property] Resolution authorizing a new sublease and cancellation of an existing lease of real property at 1235 Mission Street, for the Department of Social Services; companion measure to File 64-90-44, Resolution 1002-90. (Real Estate Department)
- g. File 94-91-6. [Grant – State Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$194,534 from 1991-92 State Transit Capital Improvement Funds and \$194,534 from local match funds to provide financing for two Municipal Railway Guideway Projects. (Public Utilities Commission)
- h. File 94-91-7. [Grant – State Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$16,605,946 from 1991-92 State Transit Capital Improvement Funds and \$16,605,946 from local match funds to provide financing for five Municipal Railway Guideway Projects. (Public Utilities Commission)
- i. File 94-91-8. [Grant – Federal Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$7,532,454 in Section 9 Operating Assistance and \$26,819,276 of UMTA Section 9 Formula Assistance and \$6,704,819 from various local match sources such as from State Transit Capital Improvement Funds or State Urban Rail Bond Funds or State Clean Air and Transportation Improvement Act Bond Funds or regional local match funds such as State Transit Assistance Funds, State Transportation Development Act, Bridge Toll Net Revenues, Gas Tax Revenues, Hetch Hetchy Funds, Transit Impact Development Fee, San Francisco Municipal Railway Improvement Corporation Funds, and/or the San Francisco County Sales Tax Revenue for four Municipal Railway Projects. (Public Utilities Commission)
- j. File 94-91-9. [Grant – Federal Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$50,000,000 of Federal Capital Assistance including the required local contribution from the State Transit Capital Improvement Program and/or Proposition 108 Urban Rail Bonds and/or Clean Air and Transportation Improvement Act of 1990 Funds and/or State Transit Assistance Funds and/or AB 664 Bridge Toll Revenues and/or Regional Measure One Toll Revenues and/or Transit Impact Development Fee, San Francisco Municipal Railway Improvement Corporation Funds, and/or Transportation Sales Tax Revenues to provide financing for construction of the Muni Metro Turnback. (Public Utilities Commission)
- k. File 94-91-10. [Grant – State Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$20,500,000 from 1990-91 Urban Rail Bond Funding for San Francisco Municipal Railway Projects and \$20,500,000 from local match funds such as Transportation Sales Tax Revenue and/or Bay Area Rapid Transit District Extension Capital Reserve Funds to provide financing for four Municipal Railway Projects. (Public Utilities Commission)

- l. File 94-91-11. [Grant – Federal Funds] Resolution authorizing the Public Utilities Commission/Bureau of Energy Conservation to apply for, accept and expend \$60,000 in grant funds from the U.S. Department of Energy and the Urban Consortium for energy management activities; ratification of action previously taken. (Public Utilities Commission)
- m. File 146-91-86. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant of \$8,500,000, from the Health Resources and Services Administration to continue funding the Ryan White Comprehensive AIDS Resources Emergency (Care–Title I Formula) Disaster Relief Grant; waiving indirect costs. (Department of Public Health)
- n. File 150-91-4. [Grant – Federal Funds] Resolution approving the application for Land and Water Conservation funds in the amount of \$79,500 for Camp Mather Tentsite Project. (Recreation and Park Department)
- o. File 156-91-5. [Federal Funding] Resolution approving the 1991-92 expenditure plan for refugee targeted assistance funds and authorizing the President of the Private Industry Council of San Francisco, Inc., to sign, enter into, and execute in the state contract. (Private Industry Council)
- p. File 101-90-114.1. [Release of Funds] Requesting release of reserved funds, Department of Parking and Traffic, in the amount of \$1,000,000, for architectural and engineering services contract (Fong & Chan Architects) for the San Francisco General Hospital Parking Garage. (Department of Parking and Traffic)
- q. File 100-91-1.8. [Release of Funds] Requesting release of reserved funds, Chief Medical Examiner – Coroner, in the amount of \$3,500, for the "mega-base" panels and electrical parts and four circuit allsteel outlets. (Chief Medical Examiner – Coroner)
- r. File 100-91-1.9. [Release of Funds] Requesting release of reserved funds, Recreation and Park Department, in an amount totalling \$336,790, (\$11,400 – Giants game tickets for youths, \$16,478 for a Payroll Clerk position for six months, \$305,000 for operating scoreboard at Candlestick Park during the 1991 baseball and football seasons and to make one-time animation enhancements to the scoreboard operation and \$3,912 for reclassification of 3360 Curator of Zoological Exhibits to 3342 Zoologist). (Recreation & Park Department)
- s. File 100-91-1.10. [Release of Funds] Requesting release of reserved funds, Department of City Planning, in the amount of \$19,275, for the Planner II position. (Department of City Planning)
- t. File 101-91-8.2. [Release of Funds] Requesting release of reserved funds, Sheriff, in the amount of \$31,902, for renting private work furlough beds, to assist in the efforts to relieve jail overcrowding. (Sheriff)

ACTION:

## REGULAR CALENDAR

2. File 27-91-8. [Airport - Lease Modification] Ordinance approving modification to the lease for operation of cafeterias, coffee shops, bars, and restaurants in the terminal buildings and in-flight kitchen and commissary building at San Francisco International Airport between Host International, Inc., and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

3. File 170-91-10. [Airport Revenue Bonds] Ordinance approving the issuance of not to exceed \$225,000,000 principal amount of San Francisco International Airport Second Series Refunding Revenue Bonds, Issue 1; and establishing a maximum interest rate therefor. (Airports Commission)

ACTION:

4. File 101-91-29. [Government Funding] Ordinance appropriating \$18,666, Superior Court, for permanent salaries, related mandatory fringe benefits, travel, training, other services and materials and supplies for the creation of one position; companion measure to 102-91-12. RO #91117. (Controller)

ACTION:

5. File 102-91-12. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Superior Court - Juvenile Justice Commission, reflecting the addition of one position (Classification 0589 Court Assistant, Superior Court); companion measure to File 101-91-29. (Civil Service Commission)

ACTION:

6. File 115-91-12. [Planning Fees] Ordinance amending City Planning Code by adding new Section 366 and renumbering Sections 366, 367, 368 of Article 3.5A and adding new Section 364, and renumbering Section 364 of Article 3.5 to impose new fees for reviewing applications relating to extension of deadline to comply with provisions of Section 179 (d) and Section 179 (f), of the Planning Code. (Department of City Planning)

ACTION:

7. File 115-90-4. [Neighborhood Commercial District — Permitted Uses] Ordinance amending Part II, Chapter II of the San Francisco Municipal Code (City Planning Code) by amending Section 179 to extend the deadline to file applications for permits and conditional use authorization to comply with applicable code requirements; and finding consistency with the priority policies set forth in City Planning Code Section 101.1. (Supervisor Maher)

(Consideration continued from 10/9/91)

ACTION:

8. File 101-91-30. [Government Funding] Ordinance appropriating \$4,491,000, Department of Public Works, for capital improvement project (Islais Pump Station and Southeast Plant Design). RO #91119. (Controller)

ACTION:

9. File 65-91-8. [Lease of AIDS Research Center] Ordinance authorizing and approving lease of the Fifth and Sixth Floors of Building 3 at San Francisco General Hospital to the Regents of the University of California. (Real Estate Department)

(Consideration continued from 12/11/91)

ACTION:

10. File 82-91-5. [Final Negative Declaration] Resolution adopting Final Negative Declaration, finding and determining that the construction of a water distribution pipeline to provide water and fire protection to the clubhouse at the City's Sharp Park Golf Course will have no significant impact on the environment, and adopting and incorporating findings of the Final Negative Declaration; companion measure to File 82-91-5.1. (Real Estate Department)

ACTION:

11. File 82-91-5.1. [Grant of Easements] Ordinance authorizing the conveyance of two water line easements totalling 1.35+ acres to the North Coast County Water District over and through Sharp Park in the City of Pacific; companion measure to File 82-91-5. (Real Estate Department)

ACTION:

12. File 96-91-4. [Sale of Property] Ordinance authorizing sale of surplus City-owned property located in Monterey County - \$20,000. (Real Estate Department)

ACTION:



BOARD of SUPERVISORS



City Hall  
San Francisco 94102  
554-5184

December 12, 1991

NOTICE OF CANCELLED MEETINGS

FINANCE COMMITTEE

NOTICE IS HEREBY GIVEN that the regularly scheduled meetings of the Finance Committee for Wednesday, December 25, 1991, and Wednesday, January 1, 1992, at 2:00 p.m. have been cancelled.

A handwritten signature in black ink, appearing to read "John L. Taylor".

John L. Taylor  
Clerk of the Board

POSTED: December 12, 1991

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

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18/91

CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

December 16, 1991

TO: ~~Finance Committee~~

FROM: ~~Budget Analyst - Record maintenance~~

SUBJECT: December 18, 1991 Finance Committee Meeting

Item 1a - File 30-91-8.1

DOCUMENTS DEPT.

DEC 18 1991

San Francisco  
PUBLIC LIBRARY

**Department:** Department of Public Health (DPH),  
Community Substance Abuse Services (CSAS)

**Item:** Resolution authorizing the Department of Public Health to enter into a cooperative agreement with the State of California, Department of Vocational Rehabilitation, retroactive to July 1, 1991, to provide vocational rehabilitation services to residents of San Francisco who are currently receiving or require substance abuse treatment services, and authorizing and directing the President of the Board to certify said agreement.

**Agreement Amount:** \$44,235

**Agreement Period:** July 1, 1991 through June 30, 1992

**Program:** Vocational Rehabilitation Services

**Description:** Under the proposed agreement between the City and the State Department of Vocational Rehabilitation (DVR), the State provides vocational rehabilitation services to residents of San Francisco who are alcohol abusers involved in alcohol treatment programs funded by CSAS. The State Department of Alcohol and Drug Programs (ADP) mandates that these services be provided to San Francisco residents that are identified by CSAS as recovering alcoholics.

The total cost of the vocational rehabilitation services is \$184,312. Of the \$184,312, the State DVR funds 76 percent (\$140,077). The balance of \$44,235, which is the subject of this proposed resolution, includes a \$39,124 subvention from the State ADP and \$5,111 required as a City match to the State ADP subvention. Funding for the total cost of the vocational rehabilitation services is outlined below:

|                                       | <u>Amount</u>  | <u>Percentage</u> |
|---------------------------------------|----------------|-------------------|
| State ADP Subvention                  | \$39,124       | 21                |
| Required City Match to ADP Subvention | <u>5,111*</u>  | <u>3</u>          |
| Subtotal (this request)               | \$44,235       | 24                |
| State DVR                             | <u>140,077</u> | <u>76</u>         |
| Total Program Cost                    | \$184,312      | 100               |

|                        |                         |               |
|------------------------|-------------------------|---------------|
| <b>Program Budget:</b> | Personnel (2.94 FTE)    | \$95,106      |
|                        | Fringe Benefits         | <u>30,148</u> |
|                        | Subtotal                | \$125,254     |
|                        | Operating Expenses      | 43,840        |
|                        | Administrative Overhead | <u>15,218</u> |
|                        | Total                   | \$184,312     |

\*Included in the City's 1991-92 CSAS budget.

As previously noted, this \$184,312 is to be administered and expended entirely by the State DVR for the provision of vocational rehabilitation services provided to San Francisco residents.

**No. of Persons to be Served:** Approximately 300 unduplicated clients.

**Comment:** On June 17, 1991 the Board of Supervisors approved legislation (File 30-91-8) which continued the 1990-91 agreement for these services on a interim month-to-month basis until this 1991-92 agreement could be submitted to the Board of Supervisors for approval on a retroactive basis.

**Recommendation:** Approve the proposed resolution.

Item 1b - File 38-91-21

**Department:** San Francisco Public Library

**Item:** Resolution authorizing the San Francisco Public Library to accept and expend a gift from the Library Foundation of San Francisco for design fees associated with the auditorium, meeting room complex, media center and eleven special rooms planned for the new Main Library.

**Amount:** \$555,756

**Description:** Funding for construction of the new Main Library is provided by the proceeds of General Obligation bonds under Proposition A, approved by the voters in 1988. Legal restrictions on the use of bond proceeds does not allow for use of these funds on items such as interior design or furnishings for the new Main Library. The Library Foundation of San Francisco, a non-profit organization, has offered to provide funds to the San Francisco Public Library in the amount of \$555,756 to pay for costs associated with design of the auditorium, meeting room complex, media center and eleven special rooms in the new Main Library.

**Comments:** 1. Ms. Kathy Page of the Public Library reports that the \$555,756 in funds would be used to provide design fees for the interior design work. Ms. Page indicates that the interior design work be done by the two existing architects for the new Main Library, Pei, Cobb, Freed and Partners/Simon, Martin, Vegue, Winkelstein and Moris. Simon, Martin, Vegue, Winkelstein, is a women-owned firm but is not a City-certified WBE firm because they are not considered economically disadvantaged.

2. Ms. Page reports that the Library Foundation of San Francisco has provided these funds as a result of fundraising. Ms. Page states that the Controller would certify the funds pending approval of the proposed resolution from the Board of Supervisors to accept the proposed \$555,756.

3. Ms. Page indicates that the proposed funds would be used for the following interior design activities:

|   |                |
|---|----------------|
| Auditorium Interior Design                  | \$291,880      |
| Meeting Room Complex Interior Design        | 18,313         |
| Media Center Interior Design                | 113,978        |
| 11 Special Collection Rooms Interior Design | <u>131,585</u> |
| Total                                       | \$555,756      |

4. According to Ms. Page, the above-listed \$555,756 in funds would only include design fees, and would not include furnishings. Ms. Page reports that the furnishings would be donated by the Foundation and would be subject to future Board of Supervisors' approval. Ms. Page estimates that furnishings for the entire new Main Library, including the four above-listed areas would be approximately \$5 million. Ms. Page reports that the Library stipulated during its interior design contract negotiations that durable, low-maintenance furnishings should be selected. Ms. Page also notes that there would be no furnishings selected which would require special maintenance. The Public Library, which is primarily funded through the General Fund, would be responsible for the ongoing maintenance of the new Main Library.
5. Ms. Page also notes that the proposed gift of \$555,756 would provide funds for the one-time cost for interior design fees and the City would incur no additional costs.
6. Ms. Page indicates that the interior design work would be performed prior to construction, which is scheduled for approximately January, 1992 through February, 1993.

**Recommendation:** Approve the proposed resolution.

Item 1c - File 38-91-22

**Department:** San Francisco Public Library

**Item:** Resolution authorizing acceptance of a gift from the Library Foundation of San Francisco for lease/purchase of a library automation system.

**Amount:** \$1,500,000

**Description:** The San Francisco Public Library wants to install a new electronic computer and telecommunications system card catalogue system prior to the opening of the new Main Library. The electronic computer system would also be installed at the 27 branch libraries. The proposed gift of \$1.5 million would provide a portion of the costs associated with the proposed electronic computer system. The proposed electronic computer system would provide the public with on-line access to library materials and community information resources, and provide Public Library staff with a greater ability to manage the Library's collections and resources. Prior to installing the electronic computer system, the entire Public Library collection must be inventoried and catalogued. Therefore, the Public Library proposes to initially install the electronic computer system into the existing Main Library for inventory purposes, and then transfer and expand the electronic computer system to the new Main Library by FY 1996-97. Mr. Ed McBride of the San Francisco Public Library reports that upon installation of the proposed electronic computer system in the new Main Library, approximately 1,000 terminals would be available for public use.

The total cost for the proposed electronic computer system equipment and installation is estimated at \$3,888,686, which would be amortized over a six-year period. In addition, total operating costs for six years for the proposed electronic computer system is approximately \$3,203,876 (approximately \$533,979 annually) for a total estimated cost of \$7,092,562 for a six year period. After the proposed electronic computer system equipment is amortized over six years, annual operating costs subsequently would be approximately \$504,000 annually. These annual operating costs would include telecommunications usage, data processing maintenance, materials and supplies.

**Comments:**

1. The proposed electronic computer system would be purchased and installed from Digital Equipment Corporation. Mr. McBride indicates that the Public Library, along with assistance from the Purchasing Department, the City Attorney's Office, the Human Rights Commission and

the Electronic Information Processing Steering Committee issued a Request For Information (RFI) for lease/purchase and installation of the proposed automation system. Mr. McBride reports that 20 firms nationally were issued the Request for Information (RFI), and given the scope of the project and the expertise which would be required. The Public Library included minimum specifications in the RFI issued. Mr. McBride states that only one firm, Digital Equipment Corporation, responded to the RFI. Mr. McBride also reports that a Request for Proposal (RFP) was later issued to Digital Equipment Corporation, who subsequently submitted a bid, and a lease agreement for a six-year period was later negotiated.

2. Mr. McBride indicates that under the proposed lease agreement with Digital Equipment Corporation, after six years when the City has provided the total equipment and installation costs of \$3,888,686, Digital Equipment Corporation would sell the electronic computer system to the City for \$1. Mr. McBride indicates that the City Attorney's Office is currently drafting the finalized lease agreement documents, and therefore the Public Library has not yet entered into the proposed lease agreement. However, Mr. McBride also indicates that the proposed lease agreement would be part of the City's on-going master contract with Digital Equipment Corporation. Mr. Fred Weiner of the Chief Administrative Officer's (CAO's) Office reports that the master contract was set up through the Purchasing Department, and therefore the lease agreement, which is part of the master contract, would not be subject to future approval by the Board of Supervisors. Therefore, the Board of Supervisors would only have approval of the proposed resolution and annual appropriation decisions for the project as included in the Public Library's budget.
3. As noted above, the total equipment and installation costs for the proposed electronic computer system are estimated at \$3,888,686 and operating costs are estimated at \$3,203,876 for a total of \$7,092,562 for the six-year period. The source of funds for the proposed \$7,092,562 is anticipated to come from the following sources over a six year period:

|  | <u>FY</u><br><u>1992-93</u> | <u>FY</u><br><u>1993-94</u> | <u>FY</u><br><u>1994-95</u> | <u>FY</u><br><u>1995-96</u> | <u>FY</u><br><u>1996-97</u> | <u>FY</u><br><u>1997-98</u> | Total       |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-------------|
| General Fund                           | \$366,585*                  | \$360,192                   | \$580,300                   | \$816,290                   | \$1,018,952                 | \$1,163,542                 | \$4,305,861 |
| Fuhrman Fund                           | 65,000                      | 65,000                      | 65,000                      | 65,000                      | 65,000                      | 65,000                      | 390,000     |
| FEMA Funds                             | 594,517                     | 206,162                     | 36,022                      | 0                           | 0                           | 0                           | 836,701     |
| Library Foundation<br>of San Francisco | 0                           | 500,000                     | 500,000                     | 350,000                     | 150,000                     | 0                           | 1,500,000   |
| Academy of<br>Sciences                 | 0                           | 12,000                      | 12,000                      | 12,000                      | 12,000                      | 12,000                      | 60,000      |
| Total                                  | \$1,026,102                 | \$1,143,354                 | \$1,193,322                 | \$1,243,290                 | \$1,245,952                 | \$1,240,542                 | \$7,092,562 |

\* \$281,688 would come from the Public Library's FY 1991-92 budget for existing automated circulation services.

4. Mr. McBride reports that the Public Library currently operates an automated circulation system which allows the Public Library to monitor whether books and periodicals have been checked out of the Library. Mr. McBride reports that the Public Library currently budgets approximately \$281,688 annually for these services. However, Mr. McBride reports that these currently budgeted funds would be put towards the proposed electronic computer system.

5. The proposed equipment and installation costs of \$3,888,686 are for the following:

|  |             |
|--|-------------|
| Digital Equipment Corporation (DEC) Hardware | \$2,465,422 |
| Information Access Database                  | 136,454     |
| DEC Consulting Services (Installation)       | 120,000     |
| On-Line Communications                       |             |
| Library Corporation (OLCLC)                  |             |
| Inventory Services                           | 454,615     |
| Software                                     | 712,195     |
| Total  | \$3,888,686 |

6. The proposed funds from the General Fund for the electronic computer system would be subject to annual appropriation decisions by the Board of Supervisors. The Digital Equipment Corporation lease agreement also includes a fiscal funding clause which would provide the City with the opportunity to refinance the lease after five years when the Library anticipates that there would be additional costs associated with the electronic computer system when the system would be on-line in the new Main Library. These additional costs would be incurred because the electronic computer system would be expanded from approximately 488 terminals to 1,000 terminals. Mr. McBride reports that although the General Fund contribution is required as part of the lease agreement with Digital Equipment Corporation, the fiscal funding clause included in the lease agreement would either 1) allow the City to reduce its annual lease payment and extend the term of the lease, 2) allow the City to skip lease payments for one year and extend the lease term for one year, or 3) take away the equipment from the City if lease payments are not provided.

7. The above-listed total system cost of \$7,092,562 does not reflect the additional equipment costs which would be required when the proposed electronic computer system is expanded. However, Mr. McBride reports that \$805,000 from the Library Foundation has been earmarked to pay for these equipment costs, in addition to the proposed \$1.5 million which the proposed resolution would authorize the Public Library to accept. The acceptance of the additional \$805,000 in funds would be subject to future Board of Supervisors' approval. However, Mr. McBride also reports that it cannot yet be determined whether \$805,000 would cover all of the additional costs associated with the expanded system.

8. Mr. McBride reports that the Public Library has already received the \$836,701 in Federal Emergency Management Agency (FEMA) funds. Mr. McBride also reports that the Public Library received these funds from FEMA to perform a computerized inventory system of the existing collection.

9. The Fuhrman Fund is an annual allocation which the Public Library receives as part of the bequest given to the City by Mr. Alfred Fuhrman. Therefore, these funds are non-General Fund monies.

10. The funds which would come from the Academy of Sciences (AOS) would be contingent upon the AOS agreeing to lease computer terminals from the Public Library. Mr. McBride reports that this agreement has not yet been finalized. Mr. McBride also reports that if AOS does not

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agree to lease the terminals, then these funds would have to be funded through the General Fund.

11. Approval of the proposed resolution would enable the Public Library to proceed with the installation of the electronic computer system. As previously noted, the total cost of the electronic computer system would be approximately \$7,092,562, and approximately \$4,305,861 would be funded through the General Fund over a six year period. In light of the City's current fiscal situation including a projected \$91.7 million revenue shortfall for fiscal year 1992-93, the Budget Analyst believes that approval of the proposed resolution is a policy matter for the Board of Supervisors.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Memo to Finance Committee  
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Item 1d - File 61-91-6

**Department:** Public Utilities Commission (PUC)  
Water Department

**Item:** Resolution granting extension of time for awarding San Francisco Water Department Contract No. WD-2052, 8-inch ductile iron main installation in Fremont Street between Market and Harrison Streets.

**Description:** As part of the City's on-going water main replacement program, the Water Department has identified the water main located in Fremont Street between Market and Harrison Streets as in need of replacement. Section 6.1 of the Administrative Code stipulates that award of contracts over \$50,000 must be made within 30 days after the receipt of bids unless the time for the award is extended by a resolution of the Board of Supervisors. Section 6.1 does not stipulate any specific time period for such an extension. Section 6.1 also provides for an additional 30-day period (for a total extension of 60 days) in order to implement or improve a qualifying affirmative action nondiscrimination program, as required by Section 12B of the Administrative Code. Bids for this Water Department contract were received on September 10, 1991, and the PUC approved the contract after the 60-day period on November 26, 1991. The contract would be awarded contingent upon the Board of Supervisors approval of the proposed resolution which would grant an extension to the proposed contract.

The low-bidder on the project, Shaw Pipeline, Inc.'s bid was protested by the second low bidder, Stacy and Witbeck, Inc. because Shaw Pipeline, Inc. failed to list the number of work days, and also failed to complete a portion of the bid relating to experience and financial qualifications. The City Attorney's Office has reviewed the protest, and determined that the protest was without merit, since Shaw Pipeline, Inc. subsequently furnished the DPW with a completed statement of their experience and financial qualifications, and the number of work days (80 days) could be easily calculated by dividing the total cost listed by the cost per day. Due to the time necessary to resolve the protest received, the Public Utilities Commission was unable to award the contract within 60 days following receipt of the bids.

**Comments:** 1. Mr. Frank Mangold of the Public Utilities Commission (PUC) reports that the low-bidder, Shaw Pipeline, Inc., has agreed to honor their bid beyond 60 days. Therefore, the proposed contract award extension would not result in any additional costs to the City. The proposed contract amount is

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\$198,380, to be funded through the Water Department's Water Main Replacement Funds budgeted for FY 1991-92. Shaw Pipeline, Inc. is neither a MBE, WBE or LBE firm.

2. The title of the proposed resolution indicates that the proposed resolution would grant an "extension of time for awarding San Francisco Water Department Contract No. WD-2052, 8-inch ductile iron main installation in Fremont between Market and Harrison Streets. However, the proposed water main replacement would occur in Fremont Street between Market and Harrison Streets. Therefore, the title of the proposed resolution should be amended to indicate that the proposed water main replacement would occur in Fremont Street, rather than in Fremont.
3. Mr. Mangold indicates that the project is scheduled to begin in January, 1992 and be completed by May 31, 1992. In addition, the earliest the bid could be awarded, subject to approval by the Board of Supervisors, would be January 7, 1992. Mr. Mangold reports that the contractor is ready to proceed upon approval of the proposed resolution by the Board of Supervisors. Therefore, the proposed resolution should be amended to grant the extension of time for awarding the proposed contract until January 7, 1992.

**Recommendations:**

1. Amend the title of the proposed resolution to indicate that the proposed water main replacement would occur in Fremont Street, rather than in Fremont.
2. Amend the title and body of the proposed resolution to grant the extension of time for awarding the contract until January 7, 1992.
3. Approve the proposed resolution as amended.

Item 1e - File 64-91-33

**Department:** Public Utilities Commission (PUC)  
Real Estate

**Item:** Resolution authorizing an extension and modification of an existing lease of real property at 1155 Market Street.

**Lessor:** Skyline REIT, Skyline Property Holdings

**Cost Per Square Foot:** \$14,851 per month for 12,066 square feet (@ \$1.23 per square foot per month)

**Total Annual Cost:** \$178,212

**Term:** January 1, 1992 to December 31, 1996

**Decrease from Previous Lease:** The proposed \$14,851 monthly cost represents a \$2,856, or 16 percent, monthly reduction from the previous monthly cost of \$17,707 (see Comment 3)

**Description:** On December 8, 1987, the Board of Supervisors approved a lease (Resolution 1088-87) for the term of February 1, 1988 through December 31, 1991 at 1155 Market Street. The City has leased the eighth floor at 1155 Market Street since 1988 for use by the PUC personnel office.

**Comments:**

1. According to the terms of the lease, the lessor would be required to paint, recarpet, install blinds, and provide a \$25,000 tenant improvement allowance.
2. As noted above, the 12,066 square feet are being leased at \$1.23 per square foot per month. Mr. Steve Legnitto of the Real Estate Department advises that \$1.23 per square foot is a fair market value for the property.
3. Also as noted above, the proposed \$14,851 monthly cost represents a \$2,856, or 16 percent, monthly reduction from the previous monthly cost of \$17,707. Mr. Legnitto advises that rental rates for commercial property in San Francisco have decreased since January of 1991. Also, due to competition from the landlord at 1145 Market, the landlord at 1155 Market reduced the rents for the fourth, fifth and seventh floors. The proposed lease, for the eighth floor at 1155 Market, includes the same rental rate, \$1.23 per square foot, as the fourth, fifth and seventh floors.

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4. Mr. Legnitto reports that the proposed lease contains no options to renew.

**Recommendation:** Approve the proposed resolution.

Memo to Finance Committee  
December 18, 1991

Item 1f - File 64-91-34

**Departments:** Department of Real Estate  
Department of Social Services (DSS)

**Item:** Resolution authorizing a new sublease and cancelling an existing lease

**Location:** 1235 Mission Street (Delta Dental Building)

**Purpose of Lease:** Rental of office space

**Sublessor:** San Francisco Unified School District (SFUSD)

**No. of Sq. Ft. and Cost per Month:** A maximum of 117,826 square feet @ \$1.67/sq. ft./month = \$196,283

**Annual Cost:** \$2,355,396

**% Increase Over 1991-92:** This sublease is new.

**Utilities and Janitor Services:** Janitorial and scavenger services would be provided by 1235 Mission Corporation, the lessor to SFUSD. The City will pay for utilities.

**Term of Lease:** August 1, 1992 through March 31, 2003

**Source of Funds:** 25% General Fund Budget  
(anticipated to be provided in the 1992-93 budget)  
50% Federal Government  
25% State Government

**Description:** In December of 1990, the Board of Supervisors approved a lease of the Delta Dental Building at 1235 Mission for use by the Department of Social Services (File 64-90-44). The lease would result in the following reorganization of DSS:  
  
(1) existing General Assistance, Food Stamps, and Homeless Program staff, totaling 307 employees, would move from offices located at 1440 Harrison Street and one floor of 150 Otis Street to the new office space at 1235 Mission Street;  
  
(2) the Family and Childrens Services Division and Foster Care staff (a total of 308 staff), located at 1625 Van Ness and at 170 Otis Street would move to the 1440 Harrison Street building;

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(3) the MediCal Program, which occupies all of the 150 Otis Street building except for one floor; would occupy all of that building.

According to Ms. Judy Schutzman of DSS, this would alleviate overcrowding at 150 and 170 Otis, and allow DSS to terminate its lease at 1625 Van Ness.

The Delta Dental Building is divided into four floors and a basement and totals 117,826 square feet. DSS proposes to allocate the new building space as follows:

|                                  |                       |
|----------------------------------|-----------------------|
| Office Space                     | 65,086 sq. ft.        |
| Public Service Area              | 30,740 sq. ft.        |
| File storage and computer center | <u>22,000</u> sq. ft. |
| Total                            | 117,826 sq. ft.       |

The facilities at 1440 Harrison Street and the single floor of 150 Otis Street to be vacated total 57,200 square feet, which provided the 307 employees with an average of 187 square feet per person. The maximum amount of office space per employee at 1235 Mission would be 212.

According to Ms. Judy Schutzman of DSS, the current public service area at the 1440 Harrison Street building is 4,000 square feet in size, with a waiting capacity of 135 persons. This space is insufficient to serve DSS clients, since as many as 450 persons may be waiting for assistance at one time. Presently, the overflow of recipients stand in line outside along the street to wait for assistance. Ms Schutzman reports that fights often occur while the recipients wait in line.

The public service area in the proposed 1235 Mission Street building would consist of the following: (1) 100 cubicles for interviewing General Assistance, Food Stamps, and Homeless Program clients; (2) a waiting area for up to 450 clients to receive their assistance checks or vouchers; and (3) an area for distributing the checks and vouchers.

The basement area would be used for storage of client case files and for locating the Department's computer data center.

**Comments:**

1. As noted above, the Board of Supervisors, at its December 14, 1990 meeting, approved the lease at 1235 Mission Street between the City and MD Associates, the current owner of the Delta Dental Building (File 64-90-44). One of the conditions of that lease was that certain renovations commence by February 1, 1992 and be completed before August 1, 1992. Mr. Jerry Romani of the Department of Real Estate advises that MD Associates was unable to finance the required

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renovations because of the current difficult commercial financing market. Because MD Associates has so far been unable to finance the necessary renovations, the approved lease has not commenced. If the proposed resolution is approved, it will cancel the lease between MD Associates and the City.

2. 1235 Mission Corporation, an Illinois corporation, has agreed to purchase the Delta Dental Building from MD Associates provided that San Francisco Unified School District (SFUSD) agrees to lease the property from 1235 Mission Corporation, and the City agrees to sublease the property from SFUSD. In order to maximize the funds raised from investors to finance the necessary renovations, 1235 Mission Corporation must be using the funds for property lease-purchased by a tax-exempt entity. Therefore, 1235 Mission Corporation originally proposed that the City enter into a lease-purchase agreement whereby the City would own 1235 Mission after 20 years.

However, Mr. Romani advises that it would be to the City's disadvantage to enter into a lease-purchase agreement with 1235 Mission Corporation. This is because the Department of Social Services receives a 75 percent State and Federal subvention for lease agreements. Because the State Department of Social Services does not support the purchase of real property for local governments, the State and Federal subvention would equal only two percent of the improvement value per year of the property (that is, the property value less the value of the land) if the City were to enter into a lease-purchase agreement.

Because of the smaller State and Federal subventions to the City, if the City were to enter into a lease-purchase agreement, the immediate demand for General Fund money would be higher than if the City subleases the property. Mr. Romani estimates that the improvement value of the Delta Dental building is \$9 million, which would result in a \$180,000 annual subvention from the State if the City were to purchase the property. Mr. Romani further estimates that, for a 20-year purchase agreement, the mortgage, taxes, insurance, maintenance, and repair for the building would cost approximately \$1.56 million per year, resulting in a net cost to the City of \$1.38 million per year. The proposed sublease, at an annual cost of \$2,355,396, would be supported in the amount of \$1,766,547 by State and Federal contributions, with the General Fund obligation equalling \$588,849 annually.

3. The total cost to the City of entering into an agreement to purchase the property would be \$31,200,000, or \$1.56 million per year for 20 years. To lease the same property, based on the current annual cost to the City of \$588,849, it would take 53 years to exceed the cost of purchasing the property over 20 years. This assumes that State and Federal subventions would remain at 75 percent, although cuts to the State Department of Social Services budget have been recently proposed.

4. According to Mr. Romani, the only option available to finance the renovations at the Delta Dental Building is the sale of Certificates of Participation (COPs). COPs are proportionate interests in the lease-purchase of the property, which are sold to investors. The investors would receive a return on their investment through the lease payments made by SFUSD through City sublease payments. 1235 Mission Corporation and SFUSD would assign its rights to receive lease, purchase and sublease payments on the property to a trustee, which would issue the Certificates of Participation. At the end of the 20-year-term, 1235 Mission Corporation would transfer fee title to the property back to SFUSD.

Mr. Romani advises that SFUSD has agreed to lease-purchase the property, since it would bear no financial obligation or any other liability. At the end of 20 years, SFUSD would own the Delta Dental Building through the lease payments made by the City. The City has no agreement with SFUSD whereby SFUSD would compensate the City for the purchase of the Delta Dental Building.

5. Although the City is a tax-exempt organization and thus may issue COPs, if the City lease-purchases rather than leases or subleases the property, the City would lose significant support from State and Federal subventions, as noted above. SFUSD, which is also a tax-exempt entity, is under no such State and Federal restrictions. Therefore, the lease would be between 1235 Mission Corporation and SFUSD, and the City would sublease the property from SFUSD.

6. According to Mr. Romani, excluding events outside of the 1235 Mission Corporation's control, such as acts of God, labor disputes, or government restrictions, except financing delays, the required improvements must commence by February 1, 1992, or the sublease would be cancelled. In addition, improvements must be substantially completed, so that the City can occupy the premises, by August 1, 1992, or the sublease would be cancelled.

7. The lease term and the rental rate of the proposed sublease with SFUSD are the same as those contained in the previous lease with MD Associates. Thus, the annual cost under the proposed lease would be the same as under the previous lease, as approved by the Board of Supervisors. As noted above, the lease between the City and MD Associates would be cancelled upon approval of the proposed sublease.

8. DSS would occupy a maximum of 105,000 square feet of the 117,826 square feet at 1235 Mission Street, at a maximum monthly rental rate of \$174,912. (Mr. Romani notes that, initially, DSS plans to occupy 99,411 square feet, at a cost of \$166,016 per month.) According to the lease, as renovations are completed, the remaining 12,826 square feet of space would be occupied no later than 30 months after the commencement of the lease in August of 1992. For Fiscal Year 1992-93, based on the maximum 105,000 square feet initially occupied, the proposed new lease would cost a maximum of \$1,924,037 for the eleven months beginning August 1, 1992.

9. DSS currently pays \$20,003 per month for the interim lease of office space at 1625 Van Ness, which DSS anticipates to terminate by September 1, 1992.

10. The City would have paid \$1,749,125 for the Mission Street facility (ten months times 174,912 per month) and saved \$180,027 for the 1625 Van Ness facility (nine months times \$20,030) from September 1, 1991 through the end of the current fiscal year if it had commenced as planned. Of the \$1,569,098 saved by not occupying 1235 Mission (\$1,749,125 less \$180,027), 25 percent, or \$392,275, would have come from the City's General Fund. Therefore, \$392,275 budgeted for DSS rent from the General Fund in 1991-92 will be unspent at the end of the fiscal year. Ms. Schutzman advises that DSS is actively looking for temporary space for the Food Stamp Program, and that part of these unspent funds would support that temporary space. Any unspent money would return to the City's General Fund, Ms. Schutzman reports.

11. Once the building is fully occupied, the lease of the Delta Dental Building at 1235 Mission Street would cost \$2,355,396 per year. However, because the Department would no longer need to pay for the rental of space at 1625 Van Ness at an annual cost of \$240,036, the net rental cost to DSS would be \$2,115,360. Of the total annual net rental cost of \$2,115,360, 75 percent, or \$1,586,520, and 25 percent, or \$528,840, would be paid from the City's General Fund cost.

12. According to the proposed sublease, in addition to the proposed rental cost, DSS could be responsible for a share of the building renovations at 1235 Mission Street not to exceed \$100,000. These costs would consist of installation of better quality carpeting in the staff office space which would be designed to withstand constant use over the ten year duration of the lease. DSS's 1991-92 budget includes funds for the City's share of the renovations. The landlord-borne alterations consist of architecture and engineering design fees, renovations including paint, new dry wall, lighting, electrical, installation of handicapped-accessible bathrooms, and a contingency. Such renovations are estimated to cost approximately \$3.6 million, paid for by 1235 Mission Corporation, and would be performed by the Barker Patrinely Group (BPG), a Delaware Corporation, per an agreement between 1235 Mission Corporation and BPG.

13. The Real Estate Department advises that the rental rate of \$1.67 per square feet per month was the fair market rate at the time the original lease with MD Associates was considered. Since that time, commercial rates have gone down, Mr. Romani advises. However, the City has no grounds to terminate the current lease unless MD Associates does not begin construction by February 1, 1992 or complete construction and deliver the property for occupancy by August 1, 1992, Mr. Romani reports.

Because MD Associates has not been able to finance the proposed construction except through the sale of COPs, if the Board of Supervisors denies the proposed new lease, MD Associates would be unable to commence construction by February 1, 1992, and the lease would cancel.

14. According to Ms. Julia Lopez of the Department of Social Services, DSS has investigated several sites as alternatives to the Delta Dental Building (please see the Budget Analyst's report of December 17, 1991, to the City Services Committee, Item 1, File 107-91-6, attached). According to Ms. Lopez, a site at 651 Brannan is an available, less expensive, and appropriate alternative to the Delta Dental Building. The space at 651 Brannan Street is \$16.97 per square foot per year, as compared to \$19.99 per square foot per year for the Delta Dental Building, a difference of \$3.02, or 15 percent.

15. In summary, the current owner of 1235 Mission Street has not been able to secure financing for the construction and as a result has not undertaken any of the renovations, as specified in the existing lease, which would enable DSS to move into the building. If the Board of Supervisors approves the proposed lease, after 20 years, SFUSD would own the

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Delta Dental Building at no cost to itself and with no benefit, outside of retaining State and Federal subventions, to the City. If the Board of Supervisors denies the proposed lease, the current owner would be unable to meet the terms of that lease, and the lease could be terminated on February 1, 1992. Since the current lease was approved, commercial rates have decreased, but the proposed lease does not reflect those lower commercial rental rates. An alternative and available site at 651 Brannan has been identified by DSS, which would cost 15 percent less per square foot than the Delta Dental Building.

**Recommendation:** Approval of the proposed lease is a policy matter for the Board of Supervisors.

CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 MARKET STREET, SUITE 1025  
SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

December 13, 1991

**TO:** City Services Committee  
**FROM:** Budget Analyst  
**SUBJECT:** December 17, 1991 Meeting of the City Services Committee

#### Item 1 - File 107-91-6

**Item:** Hearing to consider the status of the Department of Social Services' (DSS) search for alternative housing for their General Assistance Program, and on alternatives to the Delta Dental Building.

1. In December of 1990, the Board of Supervisors approved a DSS proposal to move existing General Assistance, Food Stamps, and Homeless Program staff, totalling 307 employees, from offices located at 1440 Harrison Street and 150 Otis Street to new office space located at 1235 Mission Street, known as the Delta Dental Building (File 64-90-44). The Delta Dental Building is divided into four floors and a basement and totals 117,826 square feet. DSS proposes to allocate the new building space as follows:

|                                  |                       |
|----------------------------------|-----------------------|
| Office Space                     | 65,086 sq. ft.        |
| Public Service Area              | 30,740 sq. ft.        |
| File storage and computer center | <u>22,000</u> sq. ft. |
| Total                            | 117,826 sq. ft.       |

2. The facilities at 1440 Harrison Street and the single floor of 150 Otis Street to be vacated total 57,200 square feet, which provided the 307 employees with an average of 187 square feet per person. The maximum amount of office space per employee at 1235 Mission would be 212.

According to Ms. Judy Schutzman of DSS, the current public service area at the 1440 Harrison Street building is 4,000 square feet in size, with a waiting capacity of 135 persons. This space is insufficient to serve DSS clients, since as many as 450 persons may be waiting for assistance at one time. Presently, the overflow of recipients stand in line outside along the street to wait for assistance. Ms Schutzman reports that fights often occur while the recipients wait in line.

3. The public service area in the proposed 1235 Mission Street building would consist of the following: (1) 100 cubicles for interviewing General Assistance, Food Stamps, and Homeless Program clients; (2) a waiting area for 450 clients to receive their assistance checks or vouchers; and (3) an area for distributing the checks and vouchers. The basement area would be used for storage of client case files and for locating the Department's computer data center. Ms. Julia Lopez of the Department of Social Services estimates that the specific space needs for the Department are as follows:

DSS Space Needs

|  |                |
|--|----------------|
| Waiting Room (including reception counters and check distribution; must accommodate up to 500)   | 20,000 sq.ft.  |
| Interview Booths (100 booths @ 45 sq. ft.)   | 4,500          |
| Offices (8 management @ 150 sq.ft.; 25 supervisory @ 100 sq.ft.)   | 3,700          |
| Conference and Training  | 10,000         |
| Staff Open Work Space (320 staff @ 80 sq.ft. each)   | 25,600         |
| Records Storage  | 10,000         |
| Administrative (including Central Index, accounting staff, supplies, mail, form storage, telephone operators, security, staff rest area) | 16,200         |
| Data Center  | 5,000          |
| Relocation of a division from 150 or 170 Otis to relieve overcrowding at those locations if necessary                                    | <u>20,000</u>  |
| Total Estimated Maximum Space Needs  | 115,000 sq.ft. |

4. As noted above, the Board of Supervisors, at its December 14, 1990 meeting, approved the lease at 1235 Mission Street between the City and MD Associates, the current owner of the building (File 64-90-44). One of the conditions of that lease was that certain renovations be completed before September 1, 1991. Such renovations consist of architecture and engineering design fees, alterations including paint, new dry wall, lighting, electrical, installation of handicapped-accessible bathrooms, and a contingency. Such renovations are estimated to cost

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approximately \$3.6 million and to be paid for by 1235 Mission Corporation, the owner of the property, and would be performed by the Barker Patronelli Group (BPG), a Delaware Corporation, per an agreement between 1235 Mission Corporation and BPG. Mr. Jerry Romani of the Department of Real Estate advises that MD Associates was unable to finance the required renovations because of the current difficult commercial financing market. Because MD Associates was unable to finance the necessary renovations, the approved lease never commenced.

5. The Real Estate Department reports that MD Associates, the current lessor, has proposed alternative financing from a lender who would fund the project through the sale of Certificates of Participation. For more information regarding the restructuring of the current lease and the landlord's reasons for proposing the lease be restructured, please refer to the attached Budget Analyst's report of December 18, 1991 to the Finance Committee.

6. A resolution to terminate the existing lease between MD Associates and the City and to approve a sublease between the San Francisco Unified School District and the City for the building at 1235 Mission Street will be heard by the Finance Committee at its December 18, 1991 meeting (for information regarding the proposed sublease with SFUSD, refer to the attached Budget Analyst's report to the Finance Committee). Under the proposed new sublease, SFUSD would lease 1235 Mission from 1235 Mission Corporation, the future owner of the building, and sublease the building to the City. The terms of the proposed sublease between SFUSD and the City would be the same as the terms of the current lease between MD Associates and the City, and the cost to the City would be the same as under the current lease. If the proposed sublease is approved, the current lease would be cancelled.

7. According to Mr. Romani, excluding events outside of the 1235 Mission Corporation's control, such as acts of God, labor disputes, or government restrictions, except financing delays, the required improvements must commence by February 1, 1992, or the sublease would be cancelled. In addition, improvements must be substantially completed, so that the City may occupy the premises, before August 1, 1992, or the sublease would be cancelled.

8. According to the Real Estate Department, under the current lease, the landlord was required to provide the City with a complete set of working drawings within 40 days after the execution of the lease, on April 5, 1991. These drawings were provided, but they lacked the necessary detail for issuance of a building permit, the Real Estate Department advises.

9. According to Mr. Julian Hultgren of the City Attorney's Office, under the current lease, if construction has not begun within ten days of the issuance of a permit, and if construction has not been substantially completed within 120 days after the start of construction, barring force majeur (forces beyond the tenant's or the landlord's control, such as acts of God or new government regulations) or tenant delays, the City would have legitimate grounds to terminate the lease. No permit has been issued to date, Mr. Romani advises.

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Also, Mr. Hultgren advises, under the current lease, if construction cannot be completed and the property delivered for possession to the tenant by August 1, 1992, barring force majeur or tenant delays, the City would have legitimate grounds to terminate the lease. Except for these contingencies, the City does not have legitimate grounds to terminate the lease.

Because none of the above deadlines have passed, Mr. Hultgren advises that the City currently does not have legitimate grounds to terminate the lease at 1235 for the Delta Dental Building at 1235 Mission Street.

10. According to Ms. Lopez, DSS has investigated several sites as alternatives to the Delta Dental Building. These sites include 301 Toland, Howard and Fremont, 215 Fremont, 79 New Montgomery, and 651 Brannan. 301 Toland requires significant repairs, which the landlord is unwilling to make, and is not zoned for office use, Ms. Lopez advises. Ms. Lopez further advises that Howard and Fremont and 215 Fremont would require significant repairs and would not be ready for occupancy for 12 months to two years. The site at 79 New Montgomery, though it could be ready for occupancy in six months, is located near the Sheraton Palace Hotel, and land use questions might delay occupancy, Ms. Lopez reports. According to Ms. Lopez, the site at 651 Brannan is the only available and appropriate alternative to the Delta Dental Building.

11. The Real Estate Department advises 1235 Mission Street compares to 651 Brannan Street as follows: (1) both sites would have terms of 10 years, 8 months; (2) alterations for both sites would be approximately the same; (3) both sites would be ready for occupancy at approximately the same time; (4) 1235 Mission Street has better mass transit accessibility, although 651 Brannan has acceptable mass transit accessibility; and (5) the space at 1235 Mission Street is 117,826 square feet, while the building at 651 Brannan is up to 132,000 square feet. The Department of Social Services advises that 117,826 is adequate to meet its space needs, as noted above.

12. According to the Real Estate Department, the proposed lease at 1235 Mission Street would be \$19.99 per square foot per year (\$1.67 per month), for a total annual cost for 117,826 square feet of \$2,355,396, while the space at 651 Brannan Street would be \$16.97 per square foot per year, for a total annual cost of up to \$2,240,040 for 132,000 square feet, or \$1,999,507 for 117,826 square feet. Thus, the space at 651 Brannan Street, at \$16.97 per year, is \$3.02, or 15 percent, less per square foot per year than the space at 1235 Mission, at \$19.99 per square foot per year.



Items 1g, 1h, 1i, 1j and 1k - Files 94-91-6, 94-91-7, 94-91-8, 94-91-9 and 94-91-10

The proposed items would authorize the Public Utilities Commission to apply for, accept and expend fiscal year 1991-92 grants to support portions of the following Municipal Railway capital improvement projects:

*MUNI Metro Turnback* *Total Project Budget: \$202,000,000*

The MUNI Metro Turnback, which consists of a tunnel extension east of Embarcadero Station, construction of a portal, and extension of tracks for disabled train storage, will remove the bottleneck created by the two-track storage and inspection capability for disabled vehicles. The Turnback project will also allow the capacity of the subway to be increased. Engineering is underway, and MUNI expects construction to be completed by 1995.

*Market Street Transit Thoroughfare F Market* *Total Project Budget: \$79,000,000*

The Board of Supervisors on December 12, 1986, passed a resolution (No. 1058-86) approving a MUNI plan to increase service by operating a surface-level streetcar down the entire length of Market Street, to be called the F-Market line. This would include street reconstruction, overhead wire modifications, new boarding islands, restoration of trackway and boarding islands, and assorted overhead wire modifications from Duboce to Castro, and construction of a western terminus at Market and Castro Street. MUNI expects the F-Market to begin service in early 1994.

*14-Mission Trolley Overhead Rehabilitation* *Total Project Budget: \$19,000,000*

There is an on-going need to rehabilitate and replace overhead wire, poles and related needs of the overhead system. MUNI has completed 14-Mission Trolley Overhead Rehabilitation from 4th Street to the downtown Embarcadero terminal loop. The current phase, rehabilitation from Persia Street to the San Jose Avenue loop, is expected to be completed in early 1992. The next phase, rehabilitation from 4th Street to Persia, would be completed in 1993. Rehabilitation from 4th Street to Persia would be funded by the proposed grants. Rehabilitation is expected to be completed by the end of 1994.

*Fixed Facility Rehabilitation* *Total Project Budget: \$5,380,600*

There is a need for the regular replacement of electrical and mechanical systems, for structural repair, and for industrial safety improvements for all of MUNI's fixed facilities.

*MUNI Center Improvements* *Total Project Budget: \$6,248,800*

These improvements would alter the MUNI Center facility in order to get maximum utility out of the new light rail vehicles. Center improvements would consist, in part, of laying additional track in the MUNI Metro Yard.

*Metro Accessibility Improvements* *Total Project Budget: \$87,068*

Metro Accessibility Improvements would be made in response to the Americans with Disabilities Act, which Congress signed into law within the past year. The \$87,068 project budget would fund a study of the engineering and design requirements of disability access improvements.

*Metro East Light Rail Vehicle (LRV) Facility*      *Total Project Budget: \$74,000,000*

A new rail maintenance and storage facility is needed to accommodate a growing light rail vehicle fleet. The light rail vehicles are needed to operate service extensions and to alleviate current overcrowding. A site for the East Light Rail Vehicle Facility has been identified and is being evaluated. MUNI anticipates the completion of the East LRV Facility by 1997.

*MUNI Metro Extension*      *Total Project Budget: \$76,000,000*

MUNI plans to extend services from the MUNI Metro Turnback facility south and west to a terminus in the proposed Mission Bay project site, with the potential for further corridor expansion. The extension would increase the light rail system by almost two miles, and incorporate six new stops.

*Articulated Trolley Bus Purchase:*      *Total Project Budget: \$241,000,000*

The proposed acquisition of articulated trolley coaches would permit MUNI to continue the phased replacement of its existing fleet of 345 standard trolley coaches with 220 articulated trolley coaches and 75 standard trolley coaches over a period of ten years. The articulated trolley coaches cost approximately \$612,000 each; the standard coaches cost approximately \$450,000 each. The Board of Supervisors approved the purchase of approximately 100 articulated trolley coaches in 1990 (File 94-90-3) from various grants, leaving the purchase of an additional 100 coaches before 1994.

*Purchase New Generation Light Rail Vehicles*      *Total Project Budget: \$450,000,000*

The remaining life of the City's fleet of 130 light rail vehicles (LRVs) is less than the industry standard because of its high maintenance requirements. Part of the current fleet is 13 years old, and part of the fleet is 11 years old. The expected life of a light rail vehicle is 15 years. The approximate per unit cost of LRVs is \$2,079,000. The City plans to replace all of its LRVs over the next ten years.

*Cable Car Vehicle Renovation*      *Project Budget through 2000 A.D.: \$5,800,000*

The City owns 40 cable cars. Since there is now no cable car manufacturer, each of the existing cable cars must be totally refabricated every 60 years, and completely refurbished every 30 years. This periodic refabrication and refurbishing of the cable cars gives the cars an indefinite lifespan.

All of the above MUNI projects are identified as near-term priorities in the Municipal Railway Short Range Transit Plan and Capital Improvements Program which was adopted in September, 1991 and the Regional and State Transportation Improvement Programs.

Local matches for the following grants would come from the following sources:

- (1) Bridge Toll revenues are authorized by AB 664 and Regional Measure 1 and distributed by the Metropolitan Transportation Commission (MTC) for transit capital projects which relieve congestion in the transbay corridor. Ms. Gail Bloom of the PUC advises that MUNI expects to receive a total of \$7 million of Bridge Toll revenues in 1991-92.

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- (2) Transit Impact Development Fee (TIDF) revenue is intended to pay for a portion of the incremental costs of additional transit service required by new office development. About \$50 million have been spent or committed from the fee reserves for transit capital and operating purposes through 1991. There is presently a balance of \$73.9 million from TIDF.
- (3) Hetch Hatchy revenues are from the operation of the City's hydroelectric project along the Tuolumne River. Hetch Hatchy capital funds are restricted to transit power projects, particularly rail and trolley overhead and feeder systems. Hetch Hatchy funds are used as local match for Federal and State grants for trolley overhead additions or rehabilitation and power distribution improvements. Ms. Bloom advises that \$300,000 is available from Hetch Hatchy funds for fiscal year 1991-92.
- (4) The local sales tax provides funds to build transportation capital improvements, to rehabilitate existing facilities and fund operations of the new facilities. According to Ms. Bloom, approximately \$30 million would be available specifically for MUNI from sales tax revenues.
- (5) Bay Area Rapid Transit (BART) District Extensions Capital Reserves of approximately \$15 million are available for the design and construction of the MUNI Metro Extension to the Caltrain Terminal.
- (6) San Francisco Municipal Railway Improvement Corporation (SFMRIC) is a nonprofit corporation established in 1969 to provide capital improvement funds for the MUNI. SFMRIC has sold tax-exempt bonds to raise capital for the purchase of rolling stock and the construction or rehabilitation of facilities. In 1991, the unobligated balance of SFMRIC funds totaled approximately \$12 million.
- (7) State Rail Bond Revenues include Proposition 108 Urban Rail Bond funds and Proposition 116 State Clean Air and Transportation Improvement Act Bond funds which the voters approved in June of 1990. \$2.99 billion is expected to be raised. \$35 million of Proposition 116 funds and \$175 million of Urban Rail Bond funds have been earmarked for MUNI capital projects.
- (8) State Transit Capital Improvement Funds, which include State Article XIX Guideway and Transportation Planning Development Funds, is financed from 50 percent of net receipts from Statewide sales taxes on diesel fuel and Proposition 111 gasoline tax. A total of \$14,875,480 is expected to be allocated to San Francisco in 1991-92.
- (9) State Transit Assistance funds are raised from 50 percent of net receipts from Statewide sales taxes on diesel fuel and Proposition 111 gasoline tax. A total of \$6 million is available to San Francisco in 1991-91. Currently, the entire \$6 million is budgeted for MUNI operations.

(10) Safe Harbor Lease funds are raised from the sale of depreciation credits for the non-federal share of the LRVs purchased by MUNI in the early 1980s. \$8 million is available from Safe Harbor Lease funds for 1991-92.

Each of the proposed grants includes indirect costs, in accordance with the 1990-91 San Francisco PUC Cost Allocation Plan as approved by the Federal government, the PUC reports. A copy of the Disability Access is in the file for each of the proposed grants.

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*Item 1g - File 94-91-6*

| <b>Amount and<br/>Source of Grant:</b>            | \$194,534 from State Transit Capital Improvement Funds |                                       |  |
|---|--|---------------------------------------|--|
| <b>Start of<br/>Grant Period:</b>                 | July 1, 1991   |                                       |  |
| <b>Local Match:</b>                               | \$194,534  |                                       |  |
| <b>Projects:</b>                                  | <u>1991-92 Grant<br/>Request</u>                       | <u>Total 1991-92<br/>Project Cost</u> |  |
| MUNI Center Improvements                          | \$156,000  | \$312,000                             |  |
| Metro Accessibility Improvements                  | <u>38,534</u>  | <u>77,068</u>                         |  |
| Total   | \$194,534  | \$389,068                             |  |
| <b>Budget:</b>                                    | The estimated costs of these projects include:         |                                       |  |
|   | <u>Amount Supported<br/>By Grant</u>                   | <u>Total<br/>1991-92 Costs</u>        |  |
| Design and Engineering                            | \$27,834   | \$55,668                              |  |
| Construction &<br>Professional Services Contracts | 150,000  | 300,000                               |  |
| Project Administration<br>& Indirect Costs        | <u>16,700</u>  | <u>33,400</u>                         |  |
| Total Project Cost                                |  | \$389,068                             |  |
| <b>Funding:</b>                                   |  |                                       |  |
| State portion (50%)                               | \$194,534  |                                       |  |
| Local portion (50%)                               | <u>194,534</u>   |                                       |  |
| Total Funding                                     | \$389,068  |                                       |  |

**Comment:**

1. San Francisco receives approximately one-sixth of State Transit Capital Improvement Funds every year, Ms. Bloom reports. Thus, the funding level remains approximately the same every year.
2. According to the proposed resolution, the local match of \$194,524 would come from Bridge Toll Revenues, State Transit Assistance funds, Transit Impact Development Fees, Hatch Hatchy funds, San Francisco Municipal Railway Improvement Corporation and/or sales tax revenues.
3. Of the total \$300,000 Construction and Professional Services Contracts, \$77,000 would be spent to conduct the Metro Accessibility study. Half of the \$77,000, or \$38,500, would be supported by the proposed grant.
4. The remaining \$223,000 for Construction and Professional Services Contracts would be spent on MUNI Center Improvements, of which half, or \$111,500, would be supported by the proposed grant. The Department has not yet selected a contractor for the MUNI Center Improvements.
5. The start date for the proposed grant was July 1, 1991. Therefore, the Department would need retroactive authorization to apply for the State Transit Capital Improvement Funds. Ms. Bloom advises that the Department has not yet accepted or begun to spend grant funds, and therefore does not need retroactive authorization to accept or expend the proposed grant.
6. The Department requests that this item be continued to the January 8, 1992 Finance Committee meeting to allow them sufficient time to provide detailed project budgets for the proposed grant.

**Recommendation:** (Item 94-91-6) Continue the proposed grant to the January 8, 1992 Finance Committee Meeting.

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***Item 1h - File 94-91-7***

**Amount and  
Source of Grant:** \$16,605,946 from State Transit Capital Improvement Funds

**Start of  
Grant Period:** July 1, 1991

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**Local Match:** \$16,605,946

| <b>Projects:</b>            | <u>1991-92 State<br/>Funds Requested</u> | <u>Total 1991-92<br/>Project Cost</u> |
|-----------------------------|--|---------------------------------------|
| MUNI Metro Turnback         | \$6,250,000                              | \$12,500,000                          |
| Market Street Transit       |  |                                       |
| Thoroughfare /F-Market      | 329,079                                  | 658,158                               |
| 14 Mission Trolley Overhead |  |                                       |
| Rehabilitation              | 379,387                                  | 758,774                               |
| Metro East Light Rail       | 1,925,000                                | 3,850,000                             |
| Articulated Trolley         | <u>7,722,480</u>                         | <u>15,444,960</u>                     |
| Total                       | \$16,605,946                             | \$33,211,892                          |

**Budget:** To be provided.

|                 |                     |                   |
|-----------------|---------------------|-------------------|
| <b>Funding:</b> | State portion (50%) | \$16,605,946      |
|                 | Local portion (50%) | <u>16,605,946</u> |
|                 | Total Funding       | \$33,211,892      |

**Comments:**

1. San Francisco receives approximately one-sixth of State Transit Capital Improvement Funds every year, Ms. Bloom reports. Thus, the funding level remains approximately the same every year.
2. A contract to purchase articulated trolleys was previously approved by the Board of Supervisors (File 7-90-7). The contract is with New Flyer Industries, Limited, and would fund the purchase of 35 articulated trolleys.
3. According to the proposed resolution, sources of funds for the real match for this grant might include Bridge Toll Revenues, State Transit Assistance, Transit Impact Development Fees, Hatch Hatchy Funds, State Article XIX Guideway and Transportation Planning Development Account Capital Improvement funds, Clean Air and Transportation Act funds, and/or BART funds.
4. The start date for the grant was July 1, 1991. Therefore, the Department would need retroactive authorization to apply for the proposed grant. Ms. Bloom reports that the Department has not yet accepted or begun to expend the grant funds, and therefore does not require retroactive approval to accept or expend the proposed grant.

5. Ms. Bloom advises that the Department has been notified that it would receive \$14,680,946 of the \$16,605,946 requested. The Department would not receive funding for the Metro East Light Rail, at \$1,925,000.

6. The Department requests that this item be continued to the January 8, 1992 Finance Committee Meeting to allow them to provide detailed project budgets for the proposed grant.

**Recommendation:** (File 94-91-7) Continue the resolution to the January 8, 1991 Finance Committee Meeting.

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*Item 1i File 94-91-8*

**Amount and Source of Grant:** \$7,532,454 from Section 9 Operating Assistance; \$26,819,276 from Urban Mass Transit Administration (UMTA) Section 9 Formula Assistance

**Grant Period:** As of this writing, the President has not yet reauthorized the Federal program. The grant period will begin when the President reauthorizes the program.

**Local Match:** \$6,704,819

**Capital Assistance Projects:** To be provided.

**Capital Assistance Budget:** To be provided

**Operating Assistance:** \$7,532,454

**Comments:** 1. The local match of \$6,704,819 would come from various local match sources, such as from State Transit Capital Improvement funds or State Urban Rail Bond funds or State Clean Air and Transportation Improvement Act Bond funds or Regional Local Match funds such as State Transit Assistance funds, State Transportation Development Act, Bridge Toll Net Revenues, Gas Tax Revenues, Hetch Hetchy funds, Transit Impact Development Fee Revenues, San Francisco Municipal Railway Improvement Corporation funds, and/or the San Francisco County Sales Tax Revenues.

2. As of this writing, the Department has been unable to provide a complete project budget for the \$26,819,276 from UMTA Section 9 Formula Assistance. However, Ms. Bloom notes that the \$7,532,454 Section 9 Operating Assistance portion of the grant is the only grant-funded operating assistance MUNI receives. According to Ms. Bloom, if this resolution is not approved before 1992, UMTA would not provide those operating assistance funds until the next quarter, which is in approximately three months. Therefore, the \$26,819,276 in UMTA Section 9 Formula Assistance should be severed from the \$7,532,454 Section 9 Operating Assistance grant. The Operating Assistance funds should be approved and the Capital Formula Assistance funds should be continued to the January 8, 1992 Finance Committee meeting to allow the Department sufficient time to provide a detailed project budget.

**Recommendations:** (File 94-91-8)

- (1) Sever the \$26,819,276 in Formula Assistance and continue to the January 8, 1992 Finance Committee meeting.
- (2) Sever the \$7,532,454 Section 9 Operating Assistance funds and approve.

\*\*\*\*\*

***Item 1j - File 94-91-9***

**Amount and  
Source of Grant:** \$50,000,000 (includes \$37,500,000 from Federal Capital Assistance, Section 3 and \$12,500,000 from local match funds)

| <b>Projects:</b>    | <u>1991-92 Federal<br/>Funds Requested</u> | <u>Total 1991-92<br/>Project Cost</u> |
|---------------------|--|---------------------------------------|
| MUNI Metro Turnback | \$37,500,000                               | \$50,000,000                          |

| <b>Budget:</b>                                | <u>Amount Supported<br/>By Grant</u> | <u>Total<br/>1991-92 Costs</u> |
|---|--------------------------------------|--------------------------------|
| Professional Services Agreement               | \$1,500,000                          | \$2,000,000                    |
| Force Account Work<br>Related to Construction | 1,500,000                            | 2,000,000                      |
| Construction Contracts                        | 33,600,000                           | 44,800,000                     |
| Project Administration<br>& Indirect Costs    | 900,000                              | 1,200,000                      |
| Total Cost                                    | \$37,500,000                         | \$50,000,000                   |

|                 |                       |                   |
|-----------------|-----------------------|-------------------|
| <b>Funding:</b> | Federal Portion (75%) | \$37,500,000      |
|                 | Local Portion (25%)   | <u>12,500,000</u> |
|                 | Total Funding         | \$50,000,000      |

**Comments:**

1. According to the proposed resolution, the local match of \$12,500,000 would come from the State Transit Capital Improvement Program, Proposition 108 Urban Rail Bonds, the Clean Air and Transportation Improvement Act of 1990 fund, State Transit Assistance funds, AB 664 Bridge Toll Revenues, Regional Measure One Bridge Toll Revenues, Transit Impact Development Fee, San Francisco Municipal Railway Improvement Corporation funds and/or Transportation Sales Tax Revenues.
2. According to Ms. Kathleen Kelley of the PUC, although MUNI has received Capital Assistance, Section 3, funds in the past, this is not a continuation grant, but rather is a one-time grant to fund the MUNI Metro Turnback project.
3. Ms. Bloom advises that the Department has selected none of the contractors for the \$44,800,000 in construction contracts. Of the \$44,800,000, \$33,600,000 would be supported by the proposed grant.
4. The Department requests that this item be continued to the January 8, 1992 Finance Committee Meeting to allow them sufficient time to provide a detailed project budget.

**Recommendation:** (File 94-91-9)

Continue to the January 8, 1992 Finance Committee meeting.

\* \* \* \* \*

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Item 1k - File 94-91-10:**

**Amount and  
Source of Grant:** \$20,500,000 from Urban Rail Bond Funding

**Local Match:** \$20,500,000

| <b>Projects:</b>                                    | <b>1991-92</b>    | <b>Urban Rail Bond</b> | <b>Total 1991-92</b> |
|---|-------------------|------------------------|----------------------|
|   |                   | <u>Fund Requested</u>  | <u>Project Cost</u>  |
| Market Street Transit                               |                   |                        |                      |
| Thoroughfare/F-Market                               | \$2,000,000       |                        | \$4,000,000          |
| Metro Extension to Sixth Street                     | 5,000,000         |                        | 10,000,000           |
| MUNI Metro Extension - Sixth<br>to Sixteenth Street | 600,000           |                        | 1,200,000            |
| Light Rail Vehicle Purchase<br>(12 LRVs)            | <u>12,900,000</u> |                        | <u>25,800,000</u>    |
| Total   | \$20,500,000      |                        | \$41,000,000         |

**Budget:** To be provided.

**Comments:** 1. According to the proposed resolution, the local match of \$20,500,000 would come from transportation sales tax revenue and/or BART Extension Capital Revenue Funds.

2. The Board of Supervisors previously approved a contract with Breda Costruzioni Ferroviarie S.p.A. to purchase 35 LRVs for an amount not to exceed \$82,087,695 (File 178-91-18).

3. The Department requests that this item be continued to the January 8, 1992 Finance Committee Meeting to allow them sufficient time to provide detailed project budgets for the proposed grant.

4. According to Ms. Bloom, contractors have been selected for the 6th Street Extension and the 16th Street Extension. Detailed information regarding contractors will be provided at the January 8, 1992 Finance Committee Meeting, Ms. Bloom advises.

**Recommendation:** (File 94-91-10) Continue the item to the January 8, 1992 Finance Committee Meeting.

Item 11 - File 94-91-11

**Department:** Public Utilities Commission (PUC)

**Item:** Resolution authorizing the Public Utilities Commission, Bureau of Energy Conservation to apply for, accept and expend Federal grant funds for energy management activities and ratification of action previously taken.

**Amount:** \$60,000

**Source of Grant:** U.S. Department of Energy and the Urban Consortium for Technology Initiatives.

**Grant Period:** December, 1991 through December 1992

**Project:** Energy Management Action Plan

**Description:** The Urban Consortium for Technology Initiatives is composed of the 45 largest cities and urban counties by population in the United States. The Consortium provides a forum to (1) define urban problems common to its respective member governments and (2) develop, apply and transfer technologies and innovative management techniques to address those problems. The Consortium's work is carried out through various task forces, one of which is the Energy Task Force. The PUC Bureau of Energy Conservation is the City's representative to this Task Force. The members of this Task Force design annual work programs for applied research and technology to improve the mix and efficiency of energy use in both local government operations and the community as a whole. The programs are funded by the U. S. Department of Energy through an annual grant made available to the Task Force.

The PUC Bureau of Energy Conservation is proposing to use the \$60,000 grant to develop and implement an Energy Management Action Plan (EMAP) for a model department that will identify and remove internal institutional barriers that presently prevent the City and other local governments from acting as models on how to sustain and maximize urban energy-use over the long term.

**Project Budget:**

| <u>Personnel</u> |              |
|------------------|--------------|
| Project Manager  | \$29,440     |
| Fringe Benefits  | <u>7,360</u> |
| Subtotal         | \$36,800     |

| <u>Operating Expenses</u> |               |
|---------------------------|---------------|
| Travel                    | \$3,200       |
| Materials and Supplies    | 300           |
| Printing                  | 500           |
| Miscellaneous             | <u>700</u>    |
| Subtotal                  | \$4,700       |
| Indirect Costs            | <u>18,500</u> |
| Total                     | \$60,000      |

**Required Match:** None

**Indirect Costs:** \$18,500, or 31 percent of the total grant

**Comments:**

1. As reflected in the attachment, the application due date was October 1, 1991. The PUC reports that the application for this Federal grant has already been submitted. The proposed legislation includes language in both the body and title stating that the resolution would approve "ratification of action previously taken."
2. On line 16 of the proposed legislation there is an incorrect amount of \$25,860 for indirect costs and an incorrect amount of \$34,140 for salaries. As reflected in the project budget above, the correct amounts are \$18,500 for indirect costs and \$29,440 for salaries. Therefore, the legislation should be amended to reflect these correct amounts. In addition, the title of the proposed resolution should be amended to reflect that \$18,500 or 31 percent of the total grant is included.
3. The PUC reports that the Project Manager position is an already existing position within the Department.
4. Attached is a Grant Application Summary, as prepared by the PUC, for this Federal grant.
5. A Disability Checklist is contained in the file.

**Recommendations:**

1. Amend the proposed legislation to reflect the correct amounts of \$18,500 for indirect costs and \$29,400 for salaries, in accordance with Comment No. 2 above.
2. Amend the title of the proposed resolution to reflect that \$18,500 or 31 percent of the total grant is included.
3. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: PUC/Bureau of Energy Conservation

Contact Person: John F. Deakin or Doug Johnson Telephone: (415) 864-6915

Project Title: Energy Management Action Plan

Grant Source: Energy Task Force of the Urban Consortium

Proposed (New / Continuation) Grant Project Summary:

The Bureau's project proposal for this year of Energy Task Force funding, is to develop and implement an Energy Management Action Plan (EMAP) for a model department that will demonstrate how to identify and remove internal institutional barriers that presently prevent the City of San Francisco and other local governments from acting as models for the development of long term urban energy-use sustainability.

These barriers may impact everything from the purchasing of more efficient but costlier equipment in an environment that requires the acceptance of the lowest bid, through to modification of energy-related behavior on the part of building users.

Amount of Grant Funding Applied for: \$60,000

Maximum Funding Amount Available: none stated

Required Matching Funds: in-kind acceptable

Number of Positions Created and Funded: One FTE

Amount to be Spent on Contractual Services: None

Will Contractual Services be put out to Bid? N/A

Term of Grant: December 1991 - December 1992

Date Department Notified of Available funds: Sept 1991

Application Due Date: October 1, 1991

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

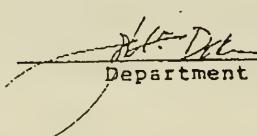
The annual work program of the UCETF is built around general topics with specific applied research and technology transfer subjects. General topics for emphasis during the 1992 program are: (1) Energy Efficient Buildings, (2) Transportation; and (3) Energy, Environment, Economic and Social Development. These topics form the basis for both projects and partnerships in the 1992 program. Each project proposal submitted for the 1992 program must:

- Be submitted by any major urban city or county, including Urban Consortium members, with a population of over 350,000 and 650,000 respectively, even though a project idea may have been initiated by any potential utility, industry or State and Federal partner interested in the program;

Each local government recipient of the RFP may:

- Submit up to two applied research and demonstration proposals following the budget and topic guidelines contained in the body of this RFP;
- Submit proposals as cooperative projects that form partnerships between two or more jurisdictions and/or private industry;
- Indicate a desire to work with USDOE's national laboratories on any proposal;
- Indicate your desire to work with Environmental Protection Agency, USHUD or other Federal or State agencies

Proposals eligible for funding will be scored according to criteria that strongly emphasize the focus of the Urban Consortium Energy Task Force on innovative projects in urban energy management and technology that can be applied in a local government and transferred to other cities and counties.

  
Department Head Approval

Item 1m - File 146-91-86

**Department:** Department of Public Health  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant and waiving indirect costs.

**Amount:** Up to \$8,500,000

**Source of Grant:** Federal Health Resources and Services Administration

**Grant Period:** February 1, 1992 to January 31, 1993

**Project:** Ryan White Comprehensive AIDS Resources Emergency (CARE-Title I Formula) Disaster Relief Grant

**Indirect Costs:** None; funder does not allow indirect costs

**Description:** The Ryan White Comprehensive AIDS Resource Emergency (CARE) Act of 1990 provides disaster relief assistance to localities that are disproportionately affected by the AIDS epidemic. Funds are allocated to contracting agencies by the HIV Health Services Planning Council, a body whose members are appointed by the Mayor. Funding priorities include housing and residential care, support services, intervention, AIDS/HIV drug programs, case management, and institutionally-based case. Up to five percent of the grant amount may be allocated to administrative costs.

**Budget:** To be provided when the Department applies for authorization to accept and expend the proposed grant.

**Comments:**

1. Mr. Piland advises that the funder allows a maximum of 5 percent of the total grant amount, or up to \$425,000, to be spent on DPH administrative costs. The remainder, or \$8,075,000, must be allocated to contracting agencies. Additional funds would be used to increase allocations to contracting agencies. Administrative costs include personnel to evaluate and oversee contractors, as well as equipment, operating expenses and materials and supplies for these personnel. The current grant includes five full-time staff members.
2. According to Mr. Piland, all contractors would be chosen through the CARE Application Process. Detailed contractor information and administrative costs would be submitted with the Department's request for authorization to accept and expend the proposed grant.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

3. The proposed grant does not include indirect costs because indirect costs are not allowed by the funder, Mr. Piland reports.
4. The proposed grant would be the second year of a three year grant. Mr. Piland advises that the DPH expects to be granted the entire \$8,500,000 requested. The requested \$8,500,000 represents an increase of \$2,106,134 over the previous grant of \$6,393,866. Mr. Piland reports that the increase is due to increased Federal allocation to CARE.
5. Mr. Tim Piland of the DPH advises that if grant funding is reduced or terminated, personnel would be reduced or terminated accordingly. As reflected in the attachment, DPH anticipates employing 5.0 FTEs for this grant.
6. The DPH has prepared a Disability Access Checklist which is in the file.
7. The Summary of Grant Request Form, as prepared by the DPH, is attached.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

## Health Commission - Summary of Grant Request

Rev. 4/1/93

Health and Human Services  
 Health Resources and Services Admin  
 Person: Robert Soliz  
 Address: Health Resources and Services Admin  
 Rockville, MD 20857  
 Amount Requested: \$ 8,500,000  
 Term: From 2-1-92 To 1-31-93

Division: CO/AIDS Div  
 Section: AIDS Office  
 Contact Person: Tim Piland  
 Telephone: 554-9132  
 Application Deadline: 1-17-92  
 Notification Expected: 2-1-92

Health Commission: Board of Supervisors: Finance Committee  
 Full Board

I. Item Description: Request to (apply for) (renew and expand) a (new) (continuation) (renewal) (reapplication) grant in the amount of \$ 8.5 Mil from the period of 2-1-92 to 1-31-93 to provide Ryan White Comprehensive AIDS Resources Emergency services.

II. Summary: (Description and rationale: how funds will be used and provided)

Please see Attachment

## III. Outcomes/Objectives:

Please see Attachment

## IV. Effects of Reduction or Termination of These Funds:

Failure to apply for these for these funds would severely impair the City's ability to respond to the AIDS crisis.

## V. Financial Information:

| Col. A<br>Two Years Ago | Col. B<br>Past Year/Orig. | Col. C<br>Proposed                            | Col. D<br>Change | Reo. Match | Approved by |
|-------------------------|---------------------------|---|------------------|------------|-------------|
| Grant Amount            | 6,393,866*                | 8,500,000*                                    |                  |            |             |
| Personnel               | 266,547                   |   |                  |            |             |
| Equipment               | 22,300                    | BUDGET IS IN DEVELOPMENT: WILL BE SUPPLIED    |                  |            |             |
| Contract Svc.           | 6,074,173                 |   |                  |            |             |
| Mat. & Supp.            | 1,003                     | AT TIME OF ACCEPT & EXPEND RESOLUTION REQUEST |                  |            |             |
| Facilities/Space        | 12,768                    |   |                  |            |             |
| Other                   | 17,075                    |   |                  |            |             |
| Indirect Costs          | 0                         |   |                  |            |             |

\*Funder allows 5% maximum for administrative purposes; the remainder must go into contractual services.

## VI. Data Processing

(not included above) 22,300

## VII. Personnel

|             |      |  |  |  |
|-------------|------|--|--|--|
| P/T CSC     | 5.00 |  |  |  |
| P/T CSC     |      |  |  |  |
| Contractual |      |  |  |  |

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No.

## VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if no more, check Program for Employment Funds)

All contractors chosen through CARE Application Process; detailed contractor information will be submitted with accept/expend resolution request.



Memo to Finance Committee  
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Item 1n - File 150-91-4

**Department:** Recreation and Park Department

**Item:** Resolution approving the application for Land and Water Conservation funds for the Camp Mather Tentsite Project.

**Amount:** \$79,500

**Source of Funds:** Federal Land and Water Conservation Fund

**Project Description:** Camp Mather is a family camp operated by the Recreation and Park Department, located in Tuolumne County. The Recreation and Park Department reports that the proposed Camp Mather Tentsite Project would consist of developing 15 to 20 tentsites at Camp Mather. Currently, there are no tentsites at Camp Mather. Camp Mather presently has approximately 120 cabins. A tentsite consists of a cleared area of land, on which you can pitch a tent, which has picnic tables, trash receptacles and common water and light sources. Bath facilities for men and women are already installed immediately adjacent to the tentsites.

Additionally, the deck of the existing dining hall would be expanded to accommodate the increased demand for food service.

The Recreation and Park Department reports that it now costs a family of four approximately \$1,000 a month for a cabin and meal package (three meals per day) at Camp Mather, making it financially out of reach for many families. The Department advises that the tentsites would offer a more economical alternative. The Department estimates that it would cost a family of four approximately \$650 per month to stay in a tent and purchase the meal package at Camp Mather.

The Recreation and Park Department has projected a budget of \$159,000 for this project. Of the \$159,000, one-half or \$79,500 would be paid for by the proposed grant funds, and the remaining \$79,500 would be paid for by matching Camp Mather Capital Improvement Project funds which are included in the Department's current year budget.

|                         |  |               |
|-------------------------|--|---------------|
| <b>Project Budget:</b>  | Road Grading and Surface Prep  | \$20,000      |
|                         | Water Hookups  | 8,000         |
|                         | Lighting   | 6,000         |
|                         | Site clearing  | 20,000        |
|                         | Table, Benches, Trash Containers   | 15,000        |
|                         | Dining Hall Deck expansion   | 50,000        |
|                         | Architectural, Engineering   | 24,327        |
|                         | Administrative Overhead  | 5,673         |
|                         | Contingency  | <u>10,000</u> |
|                         | Total  | \$159,000     |
| <b>Required Match:</b>  | \$79,500   |               |
| <b>Indirect Costs:</b>  | \$5,673, or approximately 3.6 percent of the total grant   |               |
| <b>Comments:</b>        | <ol style="list-style-type: none"><li>1. The proposed legislation would authorize the Recreation and Park Department to apply for the proposed Federal grant. The Department would submit legislation requesting authorization to accept and expend this grant at a future date.</li><li>2. The deadline for submission of the proposed grant application is December 20, 1991. Therefore, the proposed legislation should be amended to authorize the Board of Supervisors to approve the proposed legislation retroactively.</li><li>3. The proposed resolution should be further amended to indicate in both the title and body of the legislation that the grant would include \$5,673 or approximately 3.6 percent of the total grant award for indirect costs.</li><li>4. A Disability Checklist is contained in the file.</li></ol> |               |
| <b>Recommendations:</b> | <ol style="list-style-type: none"><li>1. Amend the proposed legislation to authorize the Department to apply for the proposed grant retroactively.</li><li>2. Amend both the title and body of the proposed resolution to include indirect costs of \$5,673 or approximately 3.6 percent of the total grant award.</li><li>3. Approve the proposed resolution as amended.</li></ol>  |               |

Item 10 - File 156-91-5

**Department:** Private Industry Council (PIC)

**Item:** Resolution approving the Refugee Targeted Assistance Funds and authorizing the 1991-92 Expenditure Plan for the President of the Private Industry Council of San Francisco, Inc. to sign, enter into and execute the State contract.

**Description:** The Private Industry Council, a non-profit organization, administers two sets of refugee funds on behalf of the City. These funds originate from the Federal Office of Refugee Resettlement and are allocated to the City through the State Department of Social Services. The Refugee Employment Social Services funds (RESS) and Refugee Targeted Assistance Program (RTAP) Title VII funds are used to provide employment and training services to refugees who are receiving public assistance.

The Board of Supervisors previously adopted legislation (File 156-91-4) approving revisions to the County Refugee Plan and approving the corresponding dollar allocations totalling \$952,684, reflected in the revised County Refugee Plan. At the time the Board of Supervisors approved this legislation, \$41,958 of the \$952,684, remained unallocated in the expenditure budget. The PIC reports that the PIC Refugee Committee met on November 26, 1991 and recommended that the entire amount of \$41,958 be used to increase the on-the-job-training (OJT) employer set-aside budget from \$50,000 to \$91,958. The \$91,958 would be used to pay employers who participate in the on-the-job-training program, a portion of the trainee's wages. Such payments, generally amount to approximately half of the wages paid to a given trainee.

The PIC subcontracts with Catholic Charities Refugee Employment Assistance Program and the Jewish Vocational Services for the provision of on-the-job-training services. The subcontract amounts for Catholic Charities and Jewish Vocational Services are \$196,853 and \$164,000 respectively. These agencies are responsible for matching clients with prospective employers for on-the-job-training, as well as the provision of other support services. The agencies are authorized by the PIC to develop and package on-the-job-training proposals. Once proposals are developed, all on-the-job-training subcontract commitments and payments to employers become the responsibility of the PIC.

The PIC advises that it has entered into contracts with Catholic Charities and Jewish Vocational Services to provide on-the-job-training placements to 40 clients and 25 clients respectively, for a total of 65 client placements, in 1991-92. The PIC reports that the average payment to an employer, for on-the-job training of a given client, is approximately \$1,500. The average payment to an employer times 65 client placements equals approximately \$97,500. The PIC had initially recommended to the Board of Supervisors that \$100,000 be allocated to the OJT employer set-aside budget. As noted above, the PIC is proposing to use the entire \$41,958 to increase the OJT employer set-aside budget from \$50,000 to \$91,958, which would bring the budget more closely in line with the actual amount needed to achieve the desired level of on-the-job-training placements.

**Recommendation:** Approve the proposed resolution.

Item 1p - File 101-90-114.1

**Department:** Department of Parking and Traffic

**Item:** Resolution requesting release of reserved funds for architectural and engineering services contract (Fong & Chan Architects) for the San Francisco General Hospital Parking Garage.

**Amount:** \$1,000,000

**Description:** On July 1, 1991, the Board of Supervisors approved a supplemental appropriation ordinance (File 101-90-114) which appropriated \$1,000,000 in funds from the Off-Street Parking Fund for architectural and engineering services for the San Francisco General Hospital Parking Garage. The \$1,000,000 in appropriated funds were reserved pending the selection of an architect, and the general terms and conditions of the contract.

The proposed San Francisco General Hospital Parking facility would be located at 24th and Utah Streets. The proposed parking facility would be constructed in conjunction with the Mental Health Skilled Nursing Facility. The proposed parking facility would include 800 spaces, with a total construction budget, including the requested \$1 million release of reserved funds, of \$12.8 million.

**Comments:**

1. All of the proposed reserved funds would be provided to the proposed architect. The proposed supplemental funds would be used as follows:

|  |               |
|--|---------------|
| <u>General Services</u><br>Includes funds for both the consultant and subconsultants   | \$864,000     |
| <u>Additional Services Allowance</u><br>Includes site soils investigation, site survey work and materials testing  | 70,000        |
| <u>Meetings and Reimbursable Allowances</u><br>Includes attendance at 10 public meetings and for weekly meetings held during the construction phase of the project | 20,000        |
| <u>Printing Cost Allowance</u><br>Printing construction and bidding documents  | <u>40,000</u> |
| Total Requested Release of Reserved Funds  | \$994,000     |

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2. As noted above, the total requested release of reserved funds is \$994,000, instead of \$1,000,000 which was originally reserved by the Board of Supervisors (File 101-90-114). Therefore, the proposed resolution should be amended to reduce the request for release of reserved funds by \$6,000, from \$1,000,000 to \$994,000.

3. Also as noted above, the source of reserved funds is the Off-Street Parking fund. On November 19, 1991, the Parking and Traffic Commission approved a resolution which outlined that the source of the \$12.8 million in funds for the proposed parking facility would be through the issuance of Parking Authority Revenue bonds. Mr. Kevin Hagerty of the Parking and Traffic Authority reports that the intent of the Department is to reimburse the Off-Street Parking Fund with the Parking Authority Revenue bonds after the bonds are issued. However, in order to begin the proposed parking facility, Mr. Hagerty states that the requested \$994,000 in funds would be advanced from the Off-Street Parking Fund. Mr. Hagerty indicates that the earliest these bonds would be issued is December, 1992, when the construction contract is anticipated to be put out to bid.

4. Mr. Hagerty reports that 19 firms submitted qualifications and were evaluated and ranked, using a set of criteria developed by the staffs of the Parking Authority, Bureau of Architecture and the Human Rights Commission. The highest ranked seven firms were chosen to give presentations to a selection panel comprised of City and Hospital staff and neighborhood groups. The highest ranking firm in this selection process was Fong and Chan Architects. Fong and Chan Architects is a City-certified MBE and WBE firm.

5. Fong and Chan Architects would be responsible for all general architectural services, including programming, studies, preparing construction documents, specifications and the general administration for all phases of the project. Fong and Chan would also use general services subconsultants. These subconsultants are Stevens and Associates for architectural assistance, Alagia-Crosby Engineers/F.E. Jordan Associates Inc. for structural engineering services, Lefler Engineering for mechanical and plumbing services, Zeiger Engineers for electrical services, and two additional consultants for traffic/parking services and security services, which have yet to be determined. Of the above-listed subconsultants, Stevens and Associates and F.E. Jordon Associates Inc. are City-certified MBE firms.

6. Mr. Philip Sowers of the DPW's Bureau of Architecture reports that the \$864,000 budgeted for General Services was

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based upon approximately seven percent of total construction costs of \$12.8 million. Mr. Sowers indicates that approximately seven percent of construction costs was based upon the type of building. Mr. Sowers also indicates that for more complex structures, the architectural fees for General Services are approximately 12 percent of construction costs.

7. Mr. Sowers also reports that the \$70,000 budgeted for Additional Services Allowances would be used for a geotechnical subconsultant to perform the soils and materials testing work, including the cost to perform the site survey work. The funds would be provided to the Fong and Chan Architects, who would then select a subconsultant. Mr. Sowers indicates that the subconsultant has not yet been selected.

8. Mr. Sowers indicates that the \$20,000 budgeted for Meetings and Reimbursable Allowances would be used for mileage and materials required for the minimum of 10 public meetings and for weekly construction meetings for approximately 56 weeks.

9. Mr. Hagerty reports that the \$40,000 budgeted for Printing Cost Allowance would include printing of bid forms, project specifications and forms.

10. The Department of Parking and Traffic estimates that construction of the proposed parking facility would begin in May, 1992, and be completed by April, 1994, including approximately 10 months for the architectural design phase of the project.

**Recommendation:** Reduce the requested release of reserved funds by \$6,000, from \$1,000,000 to \$994,000. Release the reserved funds in the amount of \$994,000.



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December 18, 1991

Item 1q - File 100-91-1.8

**Department:** Medical Examiner/Coroner

**Item:** Release of reserve for the "mega-base" panels, electrical parts and circuit all-steel outlets.

**Amount:** \$3,500

**Source of Funds:** General Fund

**Description:** In the FY 1991-92 Medical Examiner/Coroner's budget, the Finance Committee reserved \$36,000 for the purchase of equipment (modular office furnishings) pending the Department submitting budget details on the expenditure of these funds. On October 30, 1991 the Finance Committee released \$32,500 of the \$36,000 from reserve, leaving a balance of \$3,500 still on reserve.

The Medical Examiner/Coroner's Office now reports that the 36 panel bases which were originally selected as a part of the modular office furnishings do not have the necessary electrical wiring and outlets required to support the office equipment that would be in use on the work surfaces (i.e., lighting, calculators, microscopes and computers). The Department advises that the 36 electrical circuit panel bases which are required, will cost a total of \$15,566.50 or \$4,715 more than the \$10,851.50 for the panel bases which were originally selected.

The revised budget, as provided by the Medical Examiner/Coroner, for the purchase of the modular office furnishings, based on the increased cost of the electrical circuit panel bases, is detailed below:

| <u>Office #1 - Furnishings</u> |                                |               |
|--------------------------------|--------------------------------|---------------|
| 17                             | Panel Bases/Electrical Circuit | \$7,697.00    |
| 6                              | work surfaces/pedestals/files  | 2,275.50      |
| 8                              | chairs                         | 2,170.00      |
| 6                              | storage cabinets               | 1,218.00      |
| 6                              | Tasklights                     | 423.00        |
| 3                              | drawers                        | 136.50        |
| 4                              | Fillers                        | 468.50        |
| 5                              | Brackets/Tackboards            | <u>417.00</u> |
|                                | Subtotal                       | \$14,805.50   |

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Office #2 - Furnishings

|    |                                  |                 |
|----|----------------------------------|-----------------|
| 19 | Panel Bases/Electrical Circuit   | \$7,869.50      |
| 8  | Worksurfaces/Pedestals           | 3,231.50        |
| 6  | Storage Cabinet                  | 1,560.00        |
| 6  | Tasklights                       | 459.00          |
| 6  | Tackboards                       | 488.00          |
| 6  | Chairs                           | 1,936.50        |
| 5  | Drawers                          | 227.50          |
| 3  | Brackets                         | 247.50          |
| 7  | Fillers                          | 315.00          |
| 4  | Files/Overhead/Storage           | <u>1,514.00</u> |
|    | Subtotal                         |                 |
|    | Delivery & Installation          | 996.00          |
|    | Sales Tax                        | <u>2,304.97</u> |
|    | Subtotal                         |                 |
|    |                                  | 3,300.97        |
| 1  | West Coast Table top/Microscope  | 332.00          |
| 1  | West Coast Table base/Microscope | 198.00          |
|    | Sales Tax                        | 43.73           |
|    | Delivery & Installation          | <u>151.00</u>   |
|    | Subtotal                         |                 |
|    |                                  | <u>724.73</u>   |
|    | Total                            |                 |
|    |                                  | \$36,679.70     |

**Comments:**

As noted above, the total amount required for the purchase of the modular office furnishings is now approximately \$36,680, which is \$680 more than the original \$36,000, which was placed on reserve. The Medical Examiner/Coroner advises that the \$680 shortfall would be paid for by existing surplus funds from its 1991-92 departmental budget.

**Recommendation:** Approve the release of reserved funds in the amount of \$3,500.

Item 1r - File 100-91-1.9

**Department:** Recreation and Park Department  
**Item:** Requesting release of reserved funds

|                |              |  |
|----------------|--------------|--|
| <b>Amount:</b> | \$11,400     | Giants game tickets for youth  |
|                | 16,478       | Payroll Clerk for six months   |
|                | 305,000      | Operating scoreboard at Candlestick Park during 1991 baseball and football seasons and to make one-time animation enhancements to the scoreboard operation |
|                | <u>3,912</u> | Reclassification of 3360 Curator of Zoological Exhibits to 3342 Zoologist  |
|                | \$336,790    | Total  |

**Description:** During the FY 1991-92 budget deliberations, the Finance Committee placed six items on reserve in the Recreation and Park Department's budget. At this time, the Recreation and Park Department is requesting the release of reserved funds for four of these six items.

The Department is requesting the release of \$11,400 to pay for purchasing tickets for youth to attend Giants games at Candlestick Park. These funds were placed on reserve pending the resolution of a lease amendment with the Giants concerning Candlestick Park because the Giants lease amendment included a provision for 7,000 complimentary tickets to be provided to the Recreation and Park Department for use by youth. The Recreation and Park Department reports that since the Board of Supervisors approved the Giant's lease amendment on September 16, 1991, after most of the baseball season was over, the Recreation Division staff continued to purchase tickets and other admissions for youth during the 1991 Summer, for which reimbursement is now requested. These tickets were funded through the Recreation Division's Special Revenue Fund.

The Department is also requesting the release of \$16,478 for six months funding for one Payroll Clerk position. These funds were placed on reserve pending a report back to the Finance Committee on the recently installed payroll system. The Recreation and Park Department indicates that based on the first three months of this fiscal year, although savings were realized in the Controller's budget, no additional staff savings have been realized in the Recreation and Park Department as a result of the new payroll automation. According to the Department, if this reserve is not released, it

would result in a 25 percent reduction (one FTE) in their payroll staff and may jeopardize the Department's ability to meet their payroll obligations. This Payroll Clerk position is funded through the General Fund.

Furthermore, the Department is requesting the release of \$305,000 which was budgeted to pay the Giants for operating the scoreboard at Candlestick Park and to make one-time animation enhancements to the scoreboard operation. These funds were placed on reserve pending a decision by the Board of Supervisors on the Giants lease at Candlestick Park. The Department reports that the Controller's Office completed an audit of the scoreboard operations in July, 1991, which showed that the Giants scoreboard operating costs included in the Recreation and Park Department's budget were reasonable and the Giants lease amendment was approved by the Board of Supervisors on September 16, 1991. These funds to pay the Giants for operating the scoreboard at Candlestick Park are paid through the Candlestick Park Fund.

Finally, the Recreation and Park Department is requesting the release of \$3,912 on reserve to fund the upward reclassification of a 3360 Curator of Zoological Exhibits to a 3342 Zoologist. These funds were placed on reserve pending the final approval by the Civil Service Commission of this upward reclassification. At their September 16, 1991 meeting, the Civil Service Commission approved this upward reclassification. This position is funded through the General Fund.

**Comments:**

1. Regarding the request for release of \$11,400 for purchase of Giants tickets for youth, it should be noted that during the lease amendment hearings between the Giants and the Recreation and Park Department, the Giants reported that the new lease amendment included 7,000 complimentary tickets, which were estimated to be worth approximately \$56,000 per year, or \$8 per ticket. However, because this new lease amendment was not approved by the Board of Supervisors until September 16, 1991, the Recreation and Park Department incurred costs to purchase baseball tickets during the Summer of 1991. According to Mr. Joel Robinson and documented payment vouchers through the Controller's Office, the Recreation and Park Department expended a total of \$10,800 for such tickets. Therefore, the request for release of \$11,400 should be reduced by \$600 to \$10,800.

2. According to Mr Phil Arnold, the recently installed payroll system did not result in any significant productivity improvements in the Recreation and Park Department, although such improvements did occur in the Controller's Office, resulting in reductions in the Controller's Office's staff. The Recreation and Park Department currently has four Payroll Clerks and one Supervising Payroll Clerk, for a total of five payroll positions, for a payroll of less than 1,000 employees. According to Ms. Sandra Holmes of the Controller's Office, the Fire Department has approximately 1,600 employees, with a total of five payroll positions, a ratio of one payroll position for each 320 employees. The Airport has approximately 1,000 employees and a total of four payroll positions, for a ratio of one payroll position for each 250 employees and the Controller's Office has approximately 450 employees and only one payroll clerk position. Ms. Holmes projects that based on individual department's payroll requirements, one payroll position for each 400-500 employees should be required. Based on the Recreation and Park Department's current staffing, there is approximately one payroll position for each 200 employees. Based on this review, the Budget Analyst does not recommend releasing the requested \$16,478 of funds for the last six months of fiscal year 1991-92 for one Payroll Clerk financed with General Fund monies. Because this would result in the elimination of an existing position, a layoff would be involved, but there are possible bumping rights. The Department has requested that the release of these \$16,478 of reserved funds be continued, pending further study by the Department.

3. Concerning the requested release of the \$305,000 for the Giants to operate the scoreboard at Candlestick Park, it should be noted that although the overall Giants lease agreement was approved by the Board of Supervisors in September, 1991, to date, the Recreation and Park Department has not entered into a written agreement with either the Giants or the Forty Niners regarding the selling of video advertising at Candlestick Park. This issue was initially brought to the attention of the Board of Supervisors in August, 1991, when it was revealed that both the Giants and the Forty Niners were selling video advertising without any written authority from the City, and as a result, none of the advertising revenues from this video advertising was paid to the City. At that time, the Recreation and Park Department indicated that both the Giants and the Forty Niners agreed in principle with the need for a written contract. However, as previously noted, to date, no written contract has been approved by the Recreation and Park Commission or the two teams. As a result, the Finance Committee recently

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continued an ordinance (File 65-91-3.1) by the Recreation and Park Department requesting an amendment to the Sony agreement concerning the scoreboard and other related services at Candlestick Park, pending submission of such a written agreement to the Board of Supervisors.

**Recommendations:**

1. Reduce the request for \$11,400 of reserved funds for Giants game tickets for youth by \$600 to \$10,800, to reflect the actual amount expended for this purpose.
2. Release of the requested \$305,000 to pay the Giants for operating the scoreboard at Candlestick Park, and to make one-time animation enhancements to the scoreboard operation is a policy decision for the Finance Committee. Based on the Controller's audit, and the approval of the Giants lease amendment, this \$305,000, which was reserved by the Committee and the full Board, should be paid to the Giants. However, the Budget Analyst believes this is a policy decision based on the Finance Committee's prior decision to continue items related to Candlestick Park until a written agreement between the City and the Giants and 49ers, regarding the selling of video advertising at Candlestick Park, is submitted to the Board of Supervisors for its review.
3. Continue the requested release of reserved funds of \$16,478 for a General Fund Payroll Clerk for six months.
4. Release the requested \$3,912 of reserved funds for the upward reclassification of a 3360 Curator of Zoological Exhibits to a 3342 Zoologist.

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Item 1s - File 100-91-1.10

**Department:** Department of City Planning  
**Item:** Requesting release of reserved funds for a Planner II position  
**Amount:** \$19,275  
**Description:** During the FY 1991-92 budget deliberations, the Finance Committee reserved \$19,275 for the last six months of the fiscal year for a new Landmarks Planner (Planner II) position in the Department of City Planning. These funds were placed on reserve pending a report back to the Finance Committee as to the utilization of this position on landmarks preservation versus expediting of permit processing. The Finance Committee approved the creation of this new position with the specific request that this planner not work to increase the number of landmarks and historic districts in the City. Rather, the Finance Committee requested that this position concentrate on permit processing both in regards to the Landmarks Preservation Advisory Board and to the general provisions of the Planning Code.

The Department of City Planning reports that this Landmarks Planner position was filled as of September 30, 1991. According to the Department, for the two-month period of October and November, 1991, this planner was assigned nine cases. Four of these nine cases, or 44 percent, were development proposals requiring Certificates of Appropriateness applications, which are applications to alter previously established City landmarks that require review by the Landmarks Preservation Advisory Board under Article 10 of the Planning Code. The remaining five of these nine cases, or 56 percent, were conditional use applications, which require review by the Planning Commission, pursuant to the general provisions of the City's Planning Code.

According to the Department, this Planner II position will continue to be allocated approximately 50 percent to developments requiring preservation-related review and approximately 50 percent to development proposals requiring general Planning Code review. In addition, the Department reports that this position provides minimal staff support to the Landmarks Preservation Advisory Board when the Secretary to this Board is on vacation.

**Comments:**

1. Mr. Alec Bash of the Department of City Planning reports that the new Landmarks Planner position was filled by an existing planner within the Department, whose position was being eliminated in the FY 1991-92 budget, within the Plans and Programs Division. Because this Planner II was reassigned to this new Landmarks Planner position, it was filled as of September 30, 1991 at Step 4. This is approximately one month later than was anticipated, resulting in a budgeted savings of \$3,523. Therefore, the Department will require only an additional \$15,752 to fund this position for the remainder of the year. As a result, the requested \$19,275 can be reduced by \$3,523 (\$19,275 less \$15,752).
2. This new Landmarks Planner (Planner II) position is being paid for with the additional funds received as a result of the increase in permit processing fees, which were previously approved by the Board of Supervisors in FY 1991-92.
3. Mr. Bash indicates that prior to the addition of this Planner II position, there was only one staff person working on preservation and landmark related projects, resulting in considerable backlogs and excessively long hours for the one staffmember. With the addition of this new Planner II position, the Department of City Planning has been able to reduce the processing time for preservation related permit applications from eight to twelve weeks to one to eight weeks. The addition of the new position has also enabled the previous Landmarks staff person to work on long-range planning issues. However, according to Mr. Bash, neither of the staff have been devoting time to the creation of any new historic landmark preservation districts this fiscal year.

**Recommendations:**

1. Reduce the requested release of \$19,275 by \$3,523 to \$15,752.
2. Direct a letter to the Controller for purposes of returning the remaining balance of \$3,523 to the General Fund.

Item 1t - File 101-91-8.2

**Department:** Sheriff

**Item:** Requesting release of reserved funds for temporary salaries to enable the Sheriff to contract out work furlough beds to assist in the efforts to relieve jail overcrowding.

**Amount:** \$31,902

**Description:** The City and County of San Francisco is under a Federal Court Order to maintain the population of County Jail #1 below 426 inmates per day. For each prisoner in County Jail #1 above that number, San Francisco could pay a penalty of \$300 per day. According to the Sheriff's Department, the jail population typically exceeds that number three to four months each year.

Although the Federal courts have not collected penalties to date, the Federal courts are currently considering collecting penalties from San Francisco for exceeding the population ceilings in County Jail #1. A good faith effort on the part of the City to ameliorate jail overcrowding would be taken into account by the Federal court.

The Finance Committee of the Board of Supervisors on August 14, 1991 approved a Supplemental Appropriation in the amount of \$500,000 to fund four programs to reduce jail overcrowding in County Jail #1 (File 101-91-8). \$287,250, budgeted for a contracted Work Furlough Program, was placed on Finance Committee reserve pending selection of a contractor. On September 25, 1991, the Sheriff's Department proposed that the Work Furlough Program remain in-house, and that, instead, ten temporary Deputy Sheriffs be hired to allow the population of County Jail #7 to increase from 300 to 375. According to the new proposal, the in-house Work Furlough Program would remain open. The Finance Committee approved the Sheriff's proposal and released \$255,348 of the \$287,348 on reserve. The remaining \$31,902 now being requested for release would be used to contract additional work-furlough beds as-needed beyond the 60 beds now being provided on an in-house basis.

**Budget:** \$37 per bed per diem, or 862 per diem work furlough beds

**Comments:**

1. The Work Furlough Program allows eligible inmates to work or study while serving their sentences. Any inmate who has committed a misdemeanor is eligible for Work Furlough, unless he or she is prohibited from participation by the sentencing judge. Inmates who have committed misdemeanors might also be excluded by the Sheriff's regulations, such as inmates with a history of violence. Work Furlough participants stay at a special Work Furlough facility rather than at a County jail. As a result, the use of a Work Furlough Program can assist in reducing the jail population for eligible inmates.
2. On September 11, 1991, the Finance Committee approved a resolution (File 195-31-3) authorizing the Sheriff to enter into contracts with the appropriate agencies or private entities to provide a facility and services for the Work Furlough Program, in conformance with Section 1208 of the Penal Code.
3. According to Lt. Jan Dempsey of the Sheriff's Department, if the requested release of reserved funds is approved, the Department intends to enter into a personal services contract with Linda Connelly and Associates to provide the Work Furlough beds. Lt. Dempsey advises that Linda Connelly and Associates is the only available company that provides Work Furlough beds with 24 hour supervision. The proposed contract has been approved by Civil Service. According to the Human Rights Commission, Linda Connelly and Associates is not a WBE/MBE/LBE firm.
4. Lt. Dempsey advises that the Sheriff's Department plans to contract out approximately 10 work furlough beds per day for 86 days.
5. Collection of penalties from the City for jail overcrowding is still under submission by the Federal court, Lt. Dempsey reports. According to Lt. Dempsey, the Federal court is expected to issue a decision within the next month.

**Recommendation:** Approve the proposed release of reserve.

Item 2 - File 27-91-8

**Department:** Airport

**Item:** The proposed ordinance would approve a modification to the lease for the operation of the cafeterias, coffee shops, bars, and restaurants in the Airport's three terminal buildings and for the in-flight kitchen and commissary building at the Airport. This existing lease is between Host International, Inc. and the City and County of San Francisco, acting by and through its Airports Commission.

**Lessee:** Host International, Inc.

**Description:** The existing lease with Host International, Inc. is for the period September 1, 1979 to August 31, 1994 with a 10-year option period. The proposed lease modification would exercise the existing 10-year option at this time (in lieu of exercising the option in 1994) to extend the lease to 2004. Under the existing lease, Host is required to pay the Airport the higher of either a minimum annual guarantee or 15.24 percent of gross revenues from sales of alcoholic beverages and 9.24 percent of gross revenues from all other terminal sales. The minimum guarantee for the period September 1, 1991 to August 1, 1992 is \$2,530,000. In 1990-91, Host paid the Airport \$3.8 million in revenues, based on a percentage of gross receipts which exceeded the minimum annual guarantee for that period of \$2.4 million. Under the proposed lease modification, the percentage of rent that Host would pay to the Airport would remain the same. Host would not agree to any increased percentage of gross receipts payments to the City. The minimum annual guarantee would be determined by schedule until August 31, 1994 and would be adjusted annually by the Consumer Price Index (CPI) thereafter. Based on this schedule, the minimum annual guarantee for 1991-92, 1992-93 and 1993-94, would be \$2,530,000, \$2,630,000 and \$2,770,000 respectively.

The proposed lease modification would also require Host International to "use its best efforts to sublease an additional 33 percent of its facilities based on the 1990 calendar gross revenues and square footage to minority and women owned business enterprises." Minority business enterprises currently sublease 1.1 percent of Host's facilities. Initial participation goals will be measured as a percentage of Host's square footage lease and gross revenue receipts realized. For any future space acquired by Host, MBE/WBE participation would be measured only as a percentage of square footage.

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Under the proposed lease modification, twelve food and/or beverage facilities throughout the Terminal Building Complex will be subleased to MBE/WBEs. Attached is a listing submitted by the Airport of the initial twelve facilities which are to be subleased, along with the timetable for the implementation of the subleases (see Attachment).

**Comments:**

1. Ms. Angela Gittens reports that the existing lease with Host International, Inc. contains no provisions for MBE/WBE participation. Host currently subleases two small facilities, a cookie shop and a yogurt shop, to minority-owned business enterprises. All other facilities are operated by Host. Ms. Gittens advises that the proposal to exercise the 10-year option on the lease at this time, and not in 1994 is due to Host's agreement to "use its best efforts" to implement the above-noted 33 percent MBE/WBE participation.
2. Mr. Edwin Lee of the Human Rights Commission (HRC) reports that although the HRC has no jurisdiction over the concessionaire contracts at the Airport, the Department has been involved in a series of meetings and discussions with Host, the Airports Commission and minority business interests, in connection with the proposed lease modification. Mr. Lee advises that the HRC is generally supportive of the proposed MBE/WBE participation conditions as they are outlined in the lease modification. However, Mr. Lee did express some concern regarding the exclusion of specific provisions (i.e., a detailed review process) in the lease modification which would outline procedures for the Airport's oversight and monitoring of Host's adherence to "use its best efforts" to obtain the 33 percent MBE/WBE participation.
3. According to Ms. Gittens, a review process must be in place within 90 days of the Airports Commission's approval of the lease modification. Ms. Gittens advises that the Airport staff is in the process of developing administrative procedures for the review and monitoring of Host's efforts in implementing the MBE/WBE goals and that she anticipates presenting a proposal for this review process to the Airports Commission at its meeting of January 1, 1992.
4. The Budget Analyst notes that the lease with Host does not expire until August 31, 1994 at which time the City may or may not exercise an option with Host for an additional ten years. If this proposed lease modification is approved now, Host is provided with an additional ten years at this time, not only without using competitive bidding procedures but also maintaining the same level of the percentage of gross receipts rates being paid to the City.

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5. Furthermore, while the Budget Analyst believes that the establishment of MBE/WBE participation in the Host lease is an important goal, the Budget Analyst notes that the lease modification which provides that Host would be required "to use its best efforts" to achieve the stated goals, results in no written guarantees to implement a 33 percent or even lesser percent MBE/WBE participation. The Budget Analyst also believes that the specific criteria used to decide which space is allocated to the MBE/WBE firms should be provided to the Finance Committee.

**Recommendation:** Do not approve the proposed ordinance.

**ATTACHMENT D**  
**MBE/WBE PARTICIPATION**  
**Facilities to be Subleased and Sublease Schedule**

| <u>Package</u>                   | <u>Facility</u>             | <u>Boarding Area</u> | <u>Gross Rev. CY 1990</u> | <u>% of Total</u> | <u>Sq. Ft.</u> | <u>% of Total</u> | <u>Phase</u> |
|----------------------------------|-----------------------------|----------------------|---------------------------|-------------------|----------------|-------------------|--------------|
| 1                                | Carousel Shop               | E                    | 913,123                   | 2.6               | 1,156          | 1.3               |              |
| 2                                | Snack Bar 8                 | E                    | 442,772                   | 1.2               | 762            | 0.9               |              |
|                                  | Golden Gate Bar             | E                    | 472,293                   | 1.3               | 1,223          | 1.4               |              |
| 3                                | Vista Bar                   | D                    | 615,716                   | 1.7               | 2,712          | 3.2               |              |
|                                  | TCBY                        | D                    | <u>152,800</u>            | <u>0.4</u>        | <u>432</u>     | <u>0.5</u>        |              |
|                                  | PHASE I                     |                      | <u>\$ 2,696,704</u>       | <u>7.3</u>        | <u>6,285</u>   | <u>7.3</u>        |              |
| 4                                | Hangar                      | C                    | 1,408,609                 | 4.0               | 4,863          | 5.7               |              |
|                                  | Employee Cafeteria          | B                    | 860,934                   | 2.4               | 3,383          | 4.0               |              |
| 5                                | La Strada                   | B                    | 721,985                   | 2.0               | 1,630          | 1.9               |              |
|                                  | Fog Bank Bar                | A                    | <u>465,568</u>            | <u>1.3</u>        | <u>2,250</u>   | <u>2.6</u>        |              |
|                                  | PHASE II                    |                      | <u>\$ 3,457,096</u>       | <u>9.8</u>        | <u>12,126</u>  | <u>14.2</u>       |              |
| 6                                | Terrace Restaurant*         | F                    | <u>\$ 1,734,034</u>       | <u>4.9</u>        | <u>3,803</u>   | <u>4.4</u>        |              |
| 7                                | Cafe Espresso               | F                    | 1,280,272                 | 3.6               | 1,777          | 2.1               |              |
| 8                                | I.T. Patio*                 | D                    | <u>2,620,498</u>          | <u>7.4</u>        | <u>7,255</u>   | <u>7.4</u>        |              |
|                                  | PHASE III                   |                      | <u>\$ 5,634,804</u>       | <u>15.9</u>       | <u>12,835</u>  | <u>13.9</u>       |              |
| Subtotal - MBE/WBE Participation |                             |                      | <u>\$11,688,604</u>       | <u>33.0</u>       | <u>31,246</u>  | <u>36.5</u>       |              |
| Existing MBE/WBE Facilities      |                             |                      |                           |                   |                |                   |              |
|                                  | Cookie Shop                 | E                    | \$ 129,978                | 0.4               | 400            | 0.5               |              |
|                                  | TCBY                        | C                    | <u>269,000</u>            | <u>0.8</u>        | <u>330</u>     | <u>0.4</u>        |              |
|                                  | Subtotal - Existing MBE/WBE |                      | <u>\$ 398,978</u>         | <u>1.1</u>        | <u>730</u>     | <u>0.9</u>        |              |
| All Other Facilities             |                             |                      | <u>\$23,361,518</u>       | <u>65.9</u>       | <u>53,660</u>  | <u>62.7</u>       |              |
| TOTAL                            |                             |                      | <u>\$35,449,100</u>       | <u>100.0</u>      | <u>85,636</u>  | <u>100.0</u>      |              |

Phase I implemented within 6 months of Commission approval of the Subleasing Plan.  
 Phase II implemented within 12 months of Commission approval of the Subleasing Plan.  
 Phase III implemented within 18 months of Commission approval of the Subleasing Plan.

\* Note: These facilities will have additional storage space assigned for the sublessee use.

Item 3 - File 170-91-10

**Department:** Airports Commission

**Item:** Resolution approving the issuance of up to \$225 million principal amount of San Francisco International Airport Revenue Bonds, Second Series Refunding Revenue Bonds, Issue 1 and establishing a maximum interest rate for those bonds.

**Amount:** Not to exceed \$225 million

**Description:** Section 7.306(a) of the City Charter provides that the Airports Commission has the authority to issue Airport Revenue Bonds for the purpose of acquiring, constructing, improving or developing Airport facilities, subject to the approval of the Board of Supervisors. The Airports Commission previously issued a total of \$544,375,000 of San Francisco International Airport Revenue Bonds, Series A through E pursuant to the Airport's Master Bond Resolution adopted by the City in 1973.

The Airport's Commission proposes issuing new bonds at a lower interest rate (resulting from favorable market conditions) to refund some older bonds that have a higher interest rate. The proposed resolution would approve the issuance of San Francisco International Airport Revenue Bonds, Second Series Refunding Revenue Bonds, Issue 1, in the maximum amount of \$225 million to provide funds for refunding Airport Revenue Bonds Series A, having an interest rate of 7.317 percent and finally maturing in 2008, and Series C, having an interest rate of 8.388 percent and finally maturing in 2013. Series A bond proceeds were used for construction of the Airport Garage completed in 1978. Series C bond proceeds were used for the modernization and renovation of the central terminal, completed in 1982, and various other capital projects including construction of a sewage plant, runway improvements and terminal heating renovations. Proceeds of the new bonds will be used only to refinance the old bonds at a lower interest rate and will not be used for any new capital projects.

Under the provisions of the Charter, the issuance of bonds by the Airports Commission, including the proposed Second Series Refunding Revenue Bonds, Issue 1, are obligations of the Airports Commission and neither the credit nor taxing power of the City is pledged to the payment of the principal or interest of these bonds. Rather, the bond interest and redemption payments are supported solely by net Airport revenues.

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The Charter also specifies in Section 7.306(b) that Revenue Bonds issued by the Airport shall bear a rate of interest not to exceed that which may be fixed by the Airports Commission subject to approval by the Board of Supervisors. The proposed resolution would set that interest rate at a maximum rate of 12 percent. Each bond series actually includes a number of individual bonds that each have their own interest rate. The stated interest rate for a bond series is actually the average of the interest rates of the individual bonds in that series. The stated maximum interest rate of 12 percent is the maximum interest rate for any of the individual bonds. State law requires that the stated maximum interest rate cannot exceed 12 percent.

The Airport's financial advisors, Lazard Freres and Company estimate that the bonds can be sold at an interest rate of approximately 6.509 percent resulting in a Net Present Value savings of approximately \$14.9 million over the 20-year term of the new bonds. Because Airport bond debt service is paid from net Airport revenues from the airlines and concessions, all prospective bond issuances must be approved by the Airline Affairs Committee which is composed of representatives from the airlines. The Airline Affairs Committee has approved the proposed new bonds with a stipulation that the interest rate cannot exceed 6.51 percent.

The Airport estimates the application of proceeds from the proposed new bonds as follows:

Sources of Funds

|                                       |                          |
|---------------------------------------|--------------------------|
| Proceeds of Proposed New Bonds        | \$225,000,000            |
| Elimination of Series A and C Debt    |                          |
| Service Reserve Fund                  | 17,939,952               |
| 1991-92 Airport Operating Fund Budget |                          |
| for Debt Service of Series A and C    | <u>9,575,588</u>         |
| <br>Total Funds Available             | <br><u>\$252,515,540</u> |

Uses of Funds

Payoff Series A Bonds:

|                                    |                  |
|------------------------------------|------------------|
| Principle Balance at 5/1/92        | \$109,225,000    |
| Prepayment Premium (3%)            | 3,276,750        |
| Accrued Interest to 5/1/92         | 4,129,864        |
| Principle Payments Through 4/30/92 | <u>3,660,000</u> |
| Subtotal Series A Payoff           | \$120,291,614    |

| Payoff Series C Bonds:                               |                  |
|--|------------------|
| Principle Balance at 5/1/92                          | \$101,235,000    |
| Prepayment Premium (3%)                              | 3,037,050        |
| Accrued Interest to 5/1/92                           | 4,301,876        |
| Principal Payments Through 4/30/92                   | <u>1,340,000</u> |
| Subtotal Series A Payoff                             | 109,913,926      |
| Underwriter Discount                                 |                  |
| Debt Service Reserve Fund for New Bonds              | 20,500,000       |
| Bond Counsel (two firms)                             | 350,000          |
| Financial Advisors (two firms)                       | 350,000          |
| Feasibility Counsel - Traffic and Earnings Statement | <u>150,000</u>   |
| Total Uses of Funds                                  | \$252,515,540    |

\$20.5 million of the proceeds of the proposed bonds would be deposited in the Airport Revenue Bond Debt Service Reserve Fund. Under the terms of the Airport's Master Bond Resolution, the Airport is required to establish a separate account for each bond issue and to maintain in that account an amount equal to the maximum annual debt service on each series of issued bonds. According to Mr. Leo Fermin of the Airport, the Airport estimates that the total maximum annual debt service for the proposed new bonds would not exceed \$20.5 million. The estimated average annual bond interest and redemption payment by the Airport for the 20-year period from 1992 through 2013 would be \$19.8 million or \$2.1 million less in fiscal year 1992-93 than the present bond interest and redemption payment of \$21.9 million for fiscal year 1992-93. As previously noted, over the 20-year term of the new bonds, this would result in an estimated present value savings of \$14.9 million.

The proposed resolution would also provide for the following:

- Authorize publication of the official notice relating to the sale of these bonds. The sale is to be held no later than June 30, 1992.
- Specify the form and terms of the issuance and authorize the preparation of the bonds. All bonds to be sold will pay interest not to exceed 12 percent per year and will mature in the year 2013 (20-year terms). Interest will be paid semiannually beginning on November 1, 1992 (as previously noted, the estimated actual interest rate will be 6.509 percent).
- Establish Special Funds related to the bonds.

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- Approve the official statement relating to the bonds. Copies of the official statement containing the particulars of the bond sale, including a statement of the financial condition of the Airport, shall be available to all underwriters bidding on the proposed new bonds.

**Comments:**

1. As stated above, neither the credit nor the taxing power of the City is pledged to the payment of principal or interest of the proposed Airport Revenue bonds.
2. A Supplemental Appropriation Ordinance is being submitted separately to the Board of Supervisors to authorize disbursements of the proceeds of the proposed bonds.
3. The Airport's net revenue for 1990-91 that was available for debt service was \$96.1 million. Debt service for bonds in 1990-91 required \$48.0 million and the \$48.1 million balance (\$96.1 million less \$48.0 million) went into the Airport's surplus.

**Recommendation:** Approve the proposed resolution.

Items 4 and 5 - Files 101-91-29 and 102-91-12

**Department:** Superior Court  
Juvenile Justice Commission

**Items:** Ordinance (File 102-91-12) to amend the fiscal year 1991-92 Annual Salary Ordinance to create one new position for the Juvenile Justice Commission.

Supplemental Appropriation Ordinance (File 101-91-29) to fund the proposed new position and operating costs related to the proposed new position.

**Amount:** \$18,666

**Source of Funds:** General Fund - General Reserve

**Description:** The proposed ordinance (File 102-91-12) to amend the Annual Salary Ordinance would create one new 0589 N Court Assistant, Superior Court position with a biweekly salary range of \$1,443 to \$1,666 and a top step annual salary of \$43,649. The proposed new position would be hired effective December 31, 1991 at Step One but would work and be budgeted at three-quarters time (30 hours per week).

The proposed supplemental appropriation ordinance would fund the proposed new position and related operating costs as follows:

Personnel Costs

|                                    |              |
|------------------------------------|--------------|
| Permanent Salaries - Miscellaneous | \$14,178     |
| Mandatory Fringe Benefits (20%)    | <u>2,836</u> |
| Total - Personnel Costs            | \$17,014     |

Operating Costs

|                         |            |
|-------------------------|------------|
| Travel                  | \$413      |
| Training                | 113        |
| Other Services          | 901        |
| Materials and Supplies  | <u>225</u> |
| Total - Operating Costs | \$1,652    |

|   |          |
|---|----------|
| Total Requested Supplemental<br>Appropriation | \$18,666 |
|---|----------|

Mr. Michael Fuller, Director of the Juvenile Justice Commission, indicates that the Office of Ombudsman (Ombudsman) to the Juvenile Justice Commission was funded by a Tidelands Grant in fiscal year 1990-91. The Ombudsman program was to have been privately funded for the first two years (1990-91 and 1991-92) but due to the poor economy, private funding for 1991-92 has not been secured. Therefore, the proposed legislation would create a new position to act as the Juvenile Justice Ombudsman and would provide City (General Fund) funding for the new position and Office of Ombudsman operations from December 31, 1991 through June 30, 1992. The Ombudsman position would be a three-quarter time position (30 hours per week).

The Ombudsman provides the public with a supportive and independent means to raise concerns, complaints and grievances concerning Youth Guidance Center operations and treatments. According to Mr. Fuller, the independence of the Office of Ombudsman is utilized by youth and others who might be distrustful of the authorities and officials involved. The Ombudsman explains the available procedures to resolve concerns, complaints and grievances and offers assistance in the use of those procedures. The Ombudsman monitors the progress of efforts to satisfactorily resolve concerns, complaints and grievances in a prompt, thorough and easily understood manner. The Ombudsman also reviews the Youth Guidance Center's operating and treatment systems concerning isolated incidents that, when viewed together, indicate a problem in the operating or treatment systems. A list of the functions of the Ombudsman is attached.

Mr. Fuller indicates that the United States Department of Justice has threatened to file litigation against the City regarding the operations of the Youth Guidance Center. The City has used the Ombudsman's written reports detailing the weaknesses in the operating and treatment systems as a guideline for making improvements in those operating and treatment systems. Mr. Fuller concludes that by using the Ombudsman's reports, the City has been able to focus improvements on the operating and treatment system problems that have shown the U.S. Department of Justice the City's good intentions, possibly forestalling their decision to file litigation against the City.

**Comment:**

In light of the City's current fiscal situation including a projected \$91.7 million revenue shortfall for fiscal year 1992-93, the Budget Analyst recommends against any new General Fund financed programs, such as the proposed Office of Ombudsman.

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**Recommendation:** Disapprove the proposed ordinances to create one new position for the Juvenile Justice Commission and to fund the new position and related operating costs from the General Fund-General Reserve.

## Functions of the Juvenile Justice Ombudsman

The over riding aim of the Office of Ombudsman is to promote the fair, efficient, and effective functioning of the Juvenile Justice System in San Francisco. This is performed through several critical functions, including:

1. Ensuring that the systems and procedures used to supervise, care for, and rehabilitate youth within it are:
  - a) consistent with a youth's legal rights and basic needs
  - b) clearly delineated and understood by all concerned parties
  - c) evenly applied and optimally functioning.
  - d) regularly reviewed to correct individual instances of break downs.
2. Applying a methodology of monitoring and oversight of youth grievance systems.

This presupposes the existence of straight forward and effective grievance systems that are readily available, easily understood, trust worthy, and timely in response to concerns raised. Such systems provide immediate, ongoing and uncensored information on areas where reoccurring difficulties occur, from the perspective of those whom the Ombudsman is called upon to assist.

3. Testing the effectiveness and functioning of grievance systems through responses to individual grievances.

It is a primary objective of the Ombudsman to ensure that grievance systems do in fact exist, for each relevant area of the Juvenile Justice System, that fulfil all of the above listed criteria.

4. Evaluating the cumulative impact of grievances to distinguish between isolated and repeated instances of complaints and abuse.

It is an essential objective of the Ombudsman to ensure that the basically "raw" data on potential problems provided through the filing of individual grievances be sufficiently analyzed to discover underlying patterns and that these then be reviewed by appropriate managers and decision makers for possible action.

5. Evaluating other support, care, and rehabilitation systems for their effectiveness and functionality.

The Ombudsman takes a comprehensive view of the entire range of systems that effect the well being of youth in the Juvenile Justice System and determines places for redress, attention, and improvement.

6. Reporting on work in progress.

The Ombudsman has a unique function in reporting to the public and the Juvenile Justice Commission the issues, concerns, and results achieved as a result of performing the above functions.

While the above functions outline the general scope of the work of the Ombudsman they cannot completely convey the scope of communications and confidence building that the Ombudsman facilitates at nearly every level within the justice system. The Office is available to youth, parents, staff, and service providers to assist in their needs and in the proper performance of the administration of juvenile justice. The delineated functions provide a working outline of the categories of the Ombudsman's efforts; the interactions are the context in which the functions take place.



Item 6 and 7 - File 115-91-12 and 115-90-4

**Note:** The item (File 115-90-4) was continued at the December 4, 1991 Finance Committee meeting.

**Item:** Ordinance (File 115-90-4) amending Part II, Chapter II of the San Francisco Municipal Code by amending Section 179 to extend the deadline to file applications for permits and conditional use authorization to comply with applicable code requirements; and finding consistency with the priority policies set forth in City Planning Code Section 101.1.

Ordinance (File 115-91-12) amending City Planning Code by adding new Section 366 and renumbering Sections 366, 367, 368 of Article 3.5A and adding new Section 364, and renumbering Section 364 of Article 3.5 to impose new fees for reviewing applications relating to extension of deadline to comply with provisions of Section 179(d) and Section 179(f) of the Planning Code.

**Department:** City Planning

**Description:** The proposed ordinance (File 115-90-4) would amend Part II, Chapter II of the San Francisco Municipal Code by amending Section 179 of the Planning Code to extend the deadline to file applications for use permits to comply with applicable code requirements.

The existing provisions of Section 179 of the Planning Code regulate uses of buildings located in Neighborhood Commercial Districts. On March 13, 1987, the Board of Supervisors approved Ordinance No. 69-87 which, among other provisions, provided for regulation of building standards and uses in Neighborhood Commercial Districts and imposed new requirements for building use authorization, in order to establish new procedures for review of building use in such districts and to establish new compliance regulations.

Section 179(d) provides that any building use located in a neighborhood commercial district, which (1) existed on the effective date of Ordinance 69-87 and was permitted as a principal use at the time the building was established, (2) the required permits had not been obtained, and (3) which building use is not permitted by the enactment of Ordinance 69-87, will be allowed to continue if certain conditions are met. One of these additional conditions requires an application to be filed for all permits necessary to bring the building use into compliance with applicable code requirements and substantially complete

all work within three years, or by April 12, 1990, of the effective date of Ordinance No. 69-87.

Section 179(f) provides that any building use located in a neighborhood commercial district, which (1) existed on the effective date of Ordinance 69-87 and was permitted as a conditional use at the time the building was established, (2) the required permits had not been obtained, and (3) which building use is not permitted by the enactment of Ordinance 69-87, will be allowed to continue if certain conditions are met. One of these conditions requires applications for conditional use authorization and other necessary permits to bring the use into compliance with applicable code requirements and substantially complete all work within three years, or by April 12, 1990, of the effective date of Ordinance No. 69-87.

The proposed ordinance (File 115-90-4) would (1) amend Section 179(d) to extend the deadline for an additional three years to file applications legally for use permits to comply with applicable code requirements under Ordinance No. 69-87 and (2) amend Section 179(f) to extend the deadline for an additional three years to file applications legally for conditional use authorizations and other permits to comply with applicable code requirements under Ordinance No. 69-87. Therefore, the proposed ordinance (File 115-90-4) would extend the deadline in which illegal commercial occupants can legally file necessary building permits to within three years of the effective date of the proposed ordinance (File 115-90-4). The time for completion of all work required for compliance with all applicable codes may be extended for an additional one year should delays be caused by a government agency or by legal action.

In order to pay for reviewing applications relating to the extension of the deadline to comply with provisions of Section 179 (d) and Section 179 (f) of the Planning Code, the proposed ordinance (File 115-91-12) would increase fees as follows:

|                       | Current<br>Average<br><u>Fee</u> | Additional<br>Proposed<br><u>Fee</u> | Total<br>Proposed<br><u>Fee</u> |
|-----------------------|----------------------------------|--------------------------------------|---------------------------------|
| Building Permits      | \$100                            | \$1,545                              | \$1,645                         |
| Conditional Uses      | 500                              | 985                                  | 1,485                           |
| Discretionary Reviews | 75                               | 0                                    | 75                              |

**Comments:**

1. Mr. Robert Passmore of the Department of City Planning reports that more building permit applications would be filed if the proposed extension is approved and that the Department anticipates additional costs associated with these filing of

applications. Mr. Passmore indicates that under the current provisions, since illegal commercial occupants can no longer legally file a building permit application because the date expired on April 12, 1990, there is no incentive for the illegal occupants to file a permit. Mr. Passmore notes that it is likely that illegal commercial occupants would never file a building permit application in order to conform with commercial standards, unless illegal occupants are given the opportunity to legally do so under the proposed extension. Mr. Passmore reports that the Department of City Planning has not been actively enforcing Ordinance 69-87, but rather illegal commercial occupants have been brought to the Department's attention through one of three ways:

1. Building owner files for a permit for remodeling;
2. Residential or Tenant complaint;
3. Real Estate disclosures (i.e., sellers must inform buyers of any code violations).

Mr. Passmore indicates that since the application deadline has expired on April 12, 1990, the Planning Department has only accepted applications, but has not processed any of the applications received.

2. A June 13, 1991 memorandum from the Department of City Planning estimated that the total cost to administer the proposed extension (i.e., extending the deadline for filing planning permits to comply with applicable code requirements), would be the following:

|   | <u>FTE</u> |              |
|---|------------|--------------|
| Planner II                              | 3.50       | \$181,500    |
| Secretary II                            | 1.50       | 56,800       |
| Tax Bill notice                         |            | 4,000        |
| Mailing notice                          |            | 14,000       |
| Supplies, printing<br>and contingencies | —          | <u>1,100</u> |
| Total Cost for<br>three years           | 5.0        | \$257,400    |

3. Based upon the number of applications which were filed between April, 1987 and April, 1990, the Department of City Planning anticipates that up to 120 additional building permit applications, including 40 permits requiring a conditional use application, and 8 permits requiring discretionary review applications, would be filed under the proposed legislation. The above estimated program costs are based upon processing 120 applications for a three-year period beginning on the effective

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date of the proposed ordinance. Mr. Passmore reports that between April, 1987 and April, 1990 permits were filed with existing personnel. However, Mr. Passmore indicates that during this time there was a major backlog in filing the permits, and therefore the Department is requesting these additional personnel.

4. The \$4,000 cost which is estimated for Tax Bill notification is anticipated to provide information on the proposed extension of permit filing deadlines within tax bills, and the \$14,000 estimated for a mailing notice would be used for an additional notice to provide applicants with comprehensive instructions on filing the application and providing the necessary documentation in order to decrease the amount of permit processing time.

5. The Department of City Planning reports that the program cost could be covered by increasing the fees for the permit and conditional use applications. The Department has estimated that discretionary review fees could remain at the current level. Mr. Passmore reports that these additional fees would not be required beyond the proposed extension.

6. Ms. Martha Kessler of the Department of City Planning reports that all Planning Department fees were increased on July 1, 1991, including an additional 16.5 percent surcharge on various planning fees to cover the one-time cost of computerization to support permit processing for the Department. Ms. Kessler indicates that this surcharge would be reduced to 11.1 percent in FY 1992-93, and to 8.6 percent in FY 1993-94. To justify the increases in permit processing fees, 12 additional permit processing positions were added to the Department of City Planning's FY 1991-92 budget. These positions include one Planner I, three Planner IIs, four Planner IIIs, one Planner IV, one Clerk and two Secretaries. Ms. Kessler reports that these positions are funded entirely from the additional planning fees. Ms. Kessler indicates that these additional permit processing positions are necessary for the present level of permit activity, but would not cover the additional staff needed for the proposed extension. The above listed estimated additional fees proposed for the extension program do not include additional planning fee surcharges, which, as noted above, will be in effect through FY 1993-94.

7. Although the additional fees, which the proposed ordinance would adopt (File 115-91-12), are necessary for supporting the proposed extension are 197 percent higher than the current fees for conditional use permits and 1,445 percent higher than the current fees for building permits, Mr. Passmore indicates that

the proposed increased fees are likely to be minimal compared to the construction costs of bringing buildings into compliance. Mr. Passmore anticipates that any increased fees would not discourage illegal occupants from filing during the extension. The Bureau of Building Inspection believes that the average construction cost for illegal occupants to conform to commercial building standards would be between \$30,000 and \$40,000.

8. On June 20, 1991, the City Planning Commission passed a resolution which stated that in light of the \$257,400 budgetary requirements needed to implement the extension, the Planning Commission could not recommend adoption of the extension to the Board of Supervisors. In addition, the resolution requested that if the Board of Supervisors decides to adopt the proposed ordinance, that the Board should also approve a supplemental appropriation of funds to cover the work program costs and the additional Department personnel. At the September 24, 1991 Economic and Social Policy Committee meeting, the Committee conducted a public hearing on the proposed ordinance (File 115-90-4). However, the Committee requested that the Planning Department submit a supplemental appropriation ordinance which would identify the needed program costs associated with the proposed ordinance (File 115-90-4). The proposed ordinance (File 115-91-12) would increase the fees to cover the work program costs and the additional Department personnel.

**Recommendation:** Approval of the proposed ordinances (Files 115-90-4 and 115-91-12) are policy matters for the Board of Supervisors.



Item 8 - File 101-91-30

**Department:** Department of Public Works (DPW)  
Clean Water Program (CWP)

**Item:** Supplemental Appropriation Ordinance for capital improvement project (Islais Pump Station and Southeast Plant Design), Public Works for Fiscal Year 1991-92.

**Amount:** \$4,491,000

**Source of Funds:** 1991 Sewer Revenue Bonds

**Description:** In the early 1970s, the City and County of San Francisco developed a long-range plan to construct facilities for control of combined sewer overflows (CSO) from the City sewerage system. This long-range plan was approved in concept by the Board of Supervisors on January 27, 1975. San Francisco's combined sewer overflow system means the same pipes carry sewage and rainwater runoff. The current storage and treatment system does not have the capacity to handle the volume of sewage that enters the system when it rains more than 0.02 inches per hour. Consequently, excess sewage overflows into Islais Creek 40 times per year on average. These overflows violate Regional Water Quality Control Board (RWQCB) requirements that limit the overflows to an average of 10 per year.

The DPW proposes to build: 1) underground concrete structures at the water's edge to capture and hold sewage for treatment; 2) a pump station to move the sewage from storage to treatment (Islais Pump Station); 3) improved treatment facilities at the City's Southeast plant. The DPW reports that the benefits from adopting the proposed project 1) would reduce the average excess sewage overflows into Islais Creek from approximately 40 to 10 per year, 2) would reduce the public health hazards, 3) would reduce the visible signs of pollution in Islais Creek during wet weather, 4) would reduce odors during and after wet-weather overflows, and 5) would improve the water quality of Islais Creek and the Bay for fishing and other water contact uses. The proposed supplemental appropriation request would fund the design of the pump station and would also fund Southeast plant improvement designs.

**Comments:** 1. The DPW reports that the proposed funds would be used as follows:

| <u>Contractual Services</u>              |                |
|--|----------------|
| Deleuw Cather                            | \$ 629,864     |
| Hydroconsult Engineers                   | 135,000        |
| Geotechnical (not yet selected)          | 250,000        |
| Business Development Incorporated        | <u>60,000</u>  |
| Total Contractual Services               | \$1,074,864    |
| <u>DPW Bureau of Engineering</u>         |                |
|  | 2,664,265      |
| <u>DPW Bureau of Architecture</u>        |                |
|  | 386,214        |
| <u>Departmental Work Orders</u>          |                |
| DPW Bureau of Water Pollution Control    | 5,265          |
| DPW Bureau of Construction Management    | 38,870         |
| DPW Streets and Street Mapping           | 18,314         |
| City Attorney                            | 15,000         |
| Real Estate                              | 20,000         |
| Telecommunications and Electricity       | 15,000         |
| Art Commission                           | 40,000         |
| DPW Bureau of Building Inspection        | <u>168,000</u> |
| Total Departmental Work Order            | \$ 320,449     |
| <u>Other Direct Costs</u>                |                |
|  | <u>45,000</u>  |
| Total Supplemental Appropriation Request | \$4,490,792    |

2. Of the above-listed contractors, only Business Development Incorporated is a City-certified MBE firm. Mr. Manfred Wong of the DPW reports that all of the above-listed consultant contracts would be performed as part of the consultant's on-going master contracts with the Clean Water Program.

3. As noted above, the geotechnical consultant has not yet been selected by the DPW. Therefore, the \$250,000 budgeted for a geotechnical consultant should be reserved pending the selection of a contractor and finalized cost details.

4. The \$629,864 budgeted for consultant services provided by Deleuw Cather would include project management services, permits and approval processing, scheduling and monitoring of the proposed project, cost estimation, preparing plans and specifications, engineering services, constructability analysis and the development of an operations manual.

5. The \$60,000 budgeted for consultant services to be provided by Business Development Incorporated would be used to organize and arrange public meetings, and for providing liaison services with the community affected by the construction of the proposed Islais Pump Station. The Clean Water Program was unable to identify the number of consultant hours or the hourly rates.
6. The \$2,664,265 budgeted for the DPW's Bureau of Engineering would be used for existing staff on an in-house basis to provide services which include project management services, to develop design criteria, estimate costs, prepare plans and specifications, engineering services, constructability analysis and operations manual development.
7. The \$386,214 budgeted for the DPW's Bureau of Architecture would be used for existing staff to assist in the permit approval process, to attend public meetings, to develop design criteria, and to prepare plans and specifications.
8. The \$5,265 budgeted for the DPW's Bureau of Water Pollution Control would be used for existing staff to assist with preparing plans and specifications.
9. The \$38,870 budgeted for the DPW's Bureau of Construction Management would be used for existing staff to review cost estimates, to review plans and specifications and to assist with the operations manual.
10. The \$18,314 budgeted for the DPW's Street and Street Mapping Department would be used for existing staff to complete surveys and maps for traffic rerouting during construction.
11. The \$15,000 budgeted for the City Attorney's Office would be used for existing staff to perform environmental functions, assist with permits and approvals and general legal services.
12. The \$20,000 budgeted for the Real Estate Department would be used for existing staff to assist with the relocation of the auto wrecker tenant currently located at the proposed Islais Pump Station, including property acquisition services.
13. The \$15,000 budgeted for the Department of Telecommunications and Electricity would be used for existing staff to assist with the preparation of plans and specifications.

14. The \$40,000 budgeted for the Art Commission would be used for existing staff to assist with preparing plans and specifications for the exterior design of the proposed facility.
15. The \$168,000 budgeted for the Bureau of Building Inspection would be used for existing staff to assist with the permit and approval process and for assistance with acquiring construction permitting fees.
16. The \$45,000 budgeted for Other Direct Costs would be used for administrative and printing costs associated with preparing plans and specifications for site clearance at the proposed facility.
17. The City Services Committee meeting of December 17, 1991, will consider two resolutions related to the Islais Pump Station, a resolution (File 53-91-5) which would adopt the findings of the final negative declaration of the Environmental Impact Report and a resolution (File 53-91-5.1) approving the facility plan for the construction of the Islais Pump Station. These items were determined to have a fiscal impact, and therefore must be heard before the Finance Committee. Therefore, the proposed supplemental appropriation request should be continued pending the scheduling of these two related resolutions (Files 53-91-5 and 53-91-5.1) at the Finance Committee.
18. In response to inquiries of the Budget Analyst, the Clean Water Program indicates that the Department would provide specific details including consultant hourly rates and the number of City staff hours, to be provided on a work order basis using the 1991 Sewer Revenue Bond Funds. The Budget Analyst will analyze such details when the proposed supplemental appropriation ordinance is heard again before the Finance Committee.

**Recommendations:**

1. Amend the proposed ordinance to reserve the \$250,000 budgeted for the geotechnical consultant pending the selection of contractors and finalized cost details.
2. Continue the proposed proposed ordinance as amended pending the scheduling of two-related resolutions (Files 53-91-5 and 53-91-5.1) before the Finance Committee.

Item 9 - File 65-91-8

**Note:** This item was continued at the Finance Committee meeting of December 11, 1991.

**Department:** San Francisco General Hospital (SFGH)  
Real Estate

**Item:** Ordinance authorizing and approving a new lease from San Francisco General Hospital (SFGH) to the Regents of the University of California.

**Location:** Fifth and Sixth floors of Building 3  
San Francisco General Hospital (SFGH)

**Purpose of Lease:** Virology and Immunology medical research laboratories and offices

**Lessee:** Regents of the University of California

**No. of Sq. Ft. and Cost per Month:** 21,775 square feet at \$0.47 square foot/month = \$10,234.25 rent/month

**Annual Revenues to City:** \$122,811

**Utilities and Janitor Services Provided by City:** No. Regents of the University of California would pay its estimated share of the utilities and services of \$2,830.75 per month.

**Term of Lease:** November 15, 1991 through February 15, 1992

**Right of Renewal:** None (See Comment # 1).

**Description:** The University of California, through its School of Medicine, and the San Francisco General Hospital (SFGH) have cooperated closely for many years in providing professional staffing for the hospital and in the active conduct of medical research. The proposed lease would expand these cooperative efforts through the installation of laboratories and offices to conduct medical research of virology and immunology as it relates to HIV and thereby expanding basic AIDS research activities. Under the proposed lease, the Regents of the University of California, the proposed lessee, would establish laboratories for AIDS-related research. The laboratory staff, equipment, and materials would be available for cooperative use by the City.

**Comments:**

1. As noted above, the proposed three month lease would have no options for renewal. Mr. Robert Haslam of the Real Estate Department reports that the Real Estate Department and the University of California anticipate entering into a long-term 18 year lease when the proposed three-month lease expires. Mr. Haslam indicates that the proposed three month lease would be an interim lease which would provide the Regents of the University of California with an opportunity to approve the long-term 18 year lease, and the interim lease also would provide the University of California with the opportunity to establish the medical research laboratories. The long-term 18 year lease would also be subject to future approval by the Board of Supervisors.
2. Also as noted above, the proposed lease began on November 15, 1991. Therefore, the proposed lease should be amended to authorize SFGH to enter into the proposed lease retroactively.
3. Mr. Haslam reports that the Fifth and Sixth floors of Building 3 at SFGH are newly constructed floors. Mr. Haslam reports that a renovation which added three new floors, the Fourth, Fifth and Sixth floors upon the existing three floors was completed at SFGH using State funds. Therefore, the City did not previously occupy the Fifth and Sixth floors of Building 3, which is the subject of the proposed lease. The Fifth and Sixth floors are presently vacant.
4. Mr. Haslam indicates that the proposed rent of \$0.47 per square foot of monthly rent represents the fair market value for the property. Mr. Haslam reports that the rental rate for all building space at SFGH is \$0.47 per square foot. Mr. Haslam also indicates that an independent appraiser reappraises all the buildings at SFGH every five years, and the rental rates are adjusted annually for inflation. Mr. Haslam states that all the SFGH buildings would be reappraised in the summer of 1992.
5. As noted, the proposed ordinance was continued at the Finance Committee meeting of December 11, 1991. Mr. Haslam reports that DPH wanted to present the proposed new lease to the Health Commission on December 17, 1991, and, therefore, the DPH requested that the proposed ordinance be calendared instead for the Finance Committee meeting of December 18, 1991.

**Recommendation:** Amend the proposed lease to authorize the Real Estate Department to enter into the proposed lease retroactively. Approve the proposed lease as amended.

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**BUDGET ANALYST**

Items 10 and 11 - Files 82-91-5 and 82-91-5.1

**Department:** Recreation and Park Department

**Items:** The proposed resolution would adopt a Final Negative Declaration, finding and determining that the construction of a water distribution pipeline to provide water and fire protection to the clubhouse at the City's Sharp Park Golf Course located in the City of Pacifica will have no significant impact on the environment, and adopting and incorporating findings of the Final Negative Declaration (File 82-91-5).

The proposed ordinance would authorize the conveyance of two water line easements totalling approximately 1.35 acres to the North Coast County Water District over and through Sharp Park in the City of Pacifica (File 82-91-5.1).

**Description:** On January 30, 1991, the North Coast County Water District issued a preliminary Negative Declaration for the installation of a fire hydrant, extension of a water distribution pipeline and replacement of a water transmission pipeline to provide water and fire protection service to the clubhouse at Sharp Park Golf Course, located in the City of Pacifica. The preliminary Negative Declaration was not appealed and the Water District issued a Final Negative Declaration on April 16, 1991. The Negative Declaration found that this project would have no significant effect on the environment. The Negative Declaration was reviewed and approved by the Department of City Planning staff.

The Recreation and Park Department reports that the proposed construction of the water distribution and transmission pipelines would replace an antiquated City water system running from the vicinity of the County Jail to Sharp Park. The Department advises that the existing water system is approximately 53 years old, is subject to frequent repairs and does not have the capacity for adequate fire protection.

The Recreation and Park Department advises that in conjunction with the construction of the water distribution and transmission pipelines, the water transmission pipeline that will provide water service to Sharp Park will be hooked up to the North Coast County Water District. Sharp Park currently receives its water from San Francisco. Mr. Robert Killian of the Recreation and Park Department reports that the North Coast County Water District can provide greater water pressure through the water transmission pipeline, which will enhance the water service of Sharp Park. Mr.

Killian advises that the lessees at Sharp Park, Joan Lantz and Jack Gage, would be responsible for paying North Coast County Water District for the cost of the water service. The City would not incur any costs with respect to the Water District's provision of water service to Sharp Park.

The proposed ordinance (File 82-91-5.1) would authorize the conveyance of two water line easements totalling approximately 1.35 acres to the North Coast County Water District to construct the water distribution and transmission pipelines. The Recreation and Park Department reports that the water line easements would be conveyed at no cost to the North Coast County Water District because the project represents a substantial upgrade of the water service at Sharp Park and because the North Coast County Water District has agreed to waive to the City its transmission fee and meter installation fee totalling \$49,498, for hooking up the water transmission line that will provide water service to Sharp Park. The \$49,498 fee amount to be waived to the City, exceeds San Francisco's estimated cost of \$7,000 for the easements to be conveyed.

The Department of City Planning has reported that the conveyance of the easements is in conformity with the Master Plan and consistent with the Eight Priority Policies of Planning Code Section 101.1.

**Recommendation:** Approve the proposed resolution and the proposed ordinance.

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Item 12 - File 96-91-4

**Department:** Real Estate

**Item:** Ordinance authorizing the sale of surplus City-owned property located in Monterey County.

**Amount:** \$20,000

**Description:** The proposed ordinance would authorize the sale of approximately 40 acres of City-owned land in Monterey County to the adjoining property owner. Mr. Larry Ritter of the Real Estate Department reports that the land is currently vacant, and was bequested to the City in December, 1941 from Mr. Alfred Fuhrman.

Mr. Ritter indicates that the adjacent property owner, Fresno-Monterey Associates Incorporated, currently uses the adjacent property as a hunting reserve, and Fresno-Monterey Associates Incorporated offered to purchase the City's land in order to expand the existing hunting reserve. The Director of Property has determined that the subject property is landlocked with no access to a public road and is of use and value only to the adjoining land owner. The Director of Property has retained an independent appraisal of the subject parcel, and has determined the fair market value of the property to be \$20,000, the price which the adjoining property owner has agreed to pay for the property.

**Comments:** 1. Mr. Ritter indicates that as part of the Fuhrman bequest, all revenues from the sale of this land must be divided equally between the Recreation and Park Department for beautification of Golden Gate Park, and the San Francisco Public Library for the purchase of business periodicals. Therefore, upon the sale of the land, both the Recreation and Park Department and the San Francisco Public Library would each receive \$10,000 in revenues for the Departments' Fuhrman Bequest Fund.

2. Mr. Phil Arnold of the Recreation and Park Department reports that the Fuhrman Bequest Fund specifies that the funds must be spent on beautification of Golden Gate Park. Mr. Arnold adds that previous Fuhrman Bequest funds have been used for reforestation and for improvements to the Pioneer Log Cabin. Mr. Arnold notes that the Recreation and Park Department has not yet identified how these funds would be spent.

3. Mr. Richard Walsh of the San Francisco Public Library reports that previously the Public Library has purchased

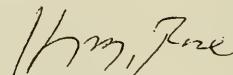
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political science, economics and business service periodicals with Fuhrman Bequest funds. Mr. Walsh notes that the Library has not yet identified how these funds would be spent.

4. Mr. Walsh explains that approval of these funds would not be subject to Board of Supervisors approval because the Fuhrman Bequest Fund specifies how the funds can be spent. Mr. Walsh adds that the Library Commission approves any expenditure from the Bequest. Mr. Arnold also reports that the expenditure of Fuhrman Bequest Funds would only be subject to Board of Supervisors' approval if the funds would be spent on Personnel, otherwise the expenditure of funds would only be subject to the Recreation and Park Commission approval.

**Recommendation:** Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey







